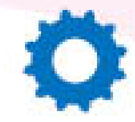

PONY
ICT
2025
5
PRIMARY
FIRST TERM
BY ENG. OSAMA YOUSSEF



# Contents

## Theme 1 Role of Information and Communication Technology (ICT) in Our Lives





## Theme 2 Digital Safety and Security Precautions



# Theme 1

## Role of Information and Communication Technology (ICT) in Our Lives









## Theme Lessons:

# Scope and Sequence




# 1

## Role of Information and Communication Technology (ICT) in Our Lives

### Essential Question: How can we use technology effectively?

| Lesson | Topics | Skills Integration | | |
|---|---|---|---|---|
| | | Life Skills | Values | Issues and Challenges |
| **LESSON 1** Explorer in Action | • How archaeologists use ICT to share information<br>• Different ways to record information | **Learning to do:** Decision-making | **Academic values:** Appreciation of technology | **Globalization issues:** Technological awareness |
| **LESSON 2** Computer Accessories | • Basic computer hardware concepts<br>• Common computer problems | **Learning to do:** Decision-making | **Academic values:** Perseverance | **Globalization issues:** Technological awareness |
| **LESSON 3** Networks | • Different types of networks<br>• How computer technology has advanced from the 80s to today | **Learning to know:** Critical thinking **Learning to live together:** Communication | **Work values:** Curiosity, appreciation of science and scholars | **Globalization issues:** Technological awareness |
| **LESSON 4** Digital Communication Tools | • How people communicate using computer networks<br>• Basic scientific concepts relating to ICT tools<br>• How computer networks help people of determination | **Learning to live together:** Communication **Learning to be:** Sharing | **Academic values:** Appreciation of technology **Personal values:** Independence | **Globalization issues:** Digital citizenship, civilizational communication |
| **LESSON 5** Internet Connection Problems and Solutions | • Common ICT issues<br>• How to troubleshoot problems using a process | **Learning to do:** Decision-making **Learning to know:** Problem-solving | **Academic values:** Perseverance | **Globalization issues:** Technological awareness |
| **LESSON 6** Digital File Management | • Different device accessories<br>• File systems<br>• How to organize information | **Learning to be:** Self-management **Learning to know:** Creativity | **Personal values:** Independence | **Globalization issues:** Digital citizenship |
| **LESSON 7** Information Search Strategies | • How to plan effective searches<br>• Using keywords and subtopics | **Learning to do:** Decision-making **Learning to know:** Critical thinking | **Academic values:** Curiosity **Citizenship values:** Participate in scholarly research | **Globalization issues:** Digital citizenship, technological awareness |
| **LESSON 8** Reporting Findings | • Posting information on an intranet / the internet<br>• How to share information on spreadsheets | **Learning to live together:** Communication **Learning to do:** Decision-making **Learning to know:** Critical thinking | **Work values:** Perseverance **Personal values:** Independence **Citizenship values:** Participate in scholarly research | **Globalization issues:** Technological awareness |




There are many different kinds of technology that can help us in our daily lives.

But the question is, ''How can we use technology effectively?''

In this theme, you will learn about the evolution of technology. the components of computer systems and how technology can help people with determination.

You will also find out how explorers and archaeologists use technology to collect, analyze, and report their findings.



# Lesson 1 Explorer in Action

درس إثرائي

## Fred Hiebert



- Fred Hiebert is:
  1. An archaeologist.
  2. Explorer at National Geographic.
- He studies the past by excavating, observing, and writing about objects and sites.

- فريد هيبرت عالِم آثار ومستكشف في منظمة ناشيونال جيوجرافيك.
- يقوم بدراسة الماضي من خلال التنقيب والملاحظة والكتابة عن الأجسام والمواقع الأثرية.

- In his daily work, Mr. Hiebert uses ICT tools, such as:



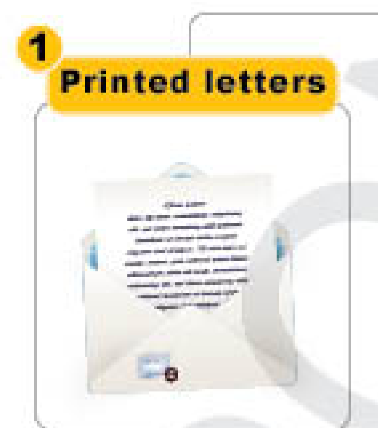


1. Word: to write reports.
2. Excel: to prepare and show graphs.
3. PowerPoint: to present the results of his research to his team.
   - He ensures that the slides are easy to read and that the information is clear.

- عند استخدام برنامج PowerPoint، فإن السيد هيبرت يتأكَّد من سهولة قراءة الشرائح، وأن المعلومات واضحة.

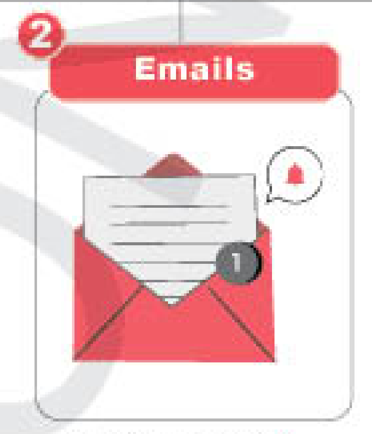
## Mr. Hiebert communicates formally through:

1. Printed letters



▲ الخطابات الورقية

2. Emails



▲ رسائل البريد الإلكتروني

3. Handing over documents in person



▲ يُسلم المستندات شخصياً

- Mr. Hiebert is also a mentor who guides his students and colleagues around the world.

من أدوار فريد هيبرت أيضًا توجيه طلابه وزملائه من جميع أنحاء العالم.

## Mentoring

It is advising or training someone on a subject you have a lot of experience in.

**التوجيه أو الإرشاد:** هو أن تُقدِّم النصيحة أو التدريب لأحد الأشخاص في موضوع تَملك خبرة كبيرة فيه.

### Importance of Mentoring:

1. Mentoring is a great way to pass on knowledge and skills.
2. Mentors share their experience, including problems that may arise and how to deal with them. This helps others advance faster.

1. يُعتبر التدريب طريقة رائعة لنقل المعرفة والمهارات.
2. يشارك المدربون خبراتهم مع الآخرين، والتي تتضمَّن المشكلات التي يمكن أن تواجههم؛ وذلك لمساعدتهم في معرفة كيفية حل تلك المشكلات بشكل أسرع.

### Types of Meetings

- Face-to-face Meetings
- Virtual Meetings

## 1 Face-to-face Meetings المقابلات المباشرة

- Mr. Hiebert generally prefers it to communicate with people.
- But sometimes face-to-face meetings are not possible because:
  1. He is away on an expedition.
  2. The people he is meeting with are in different countries.



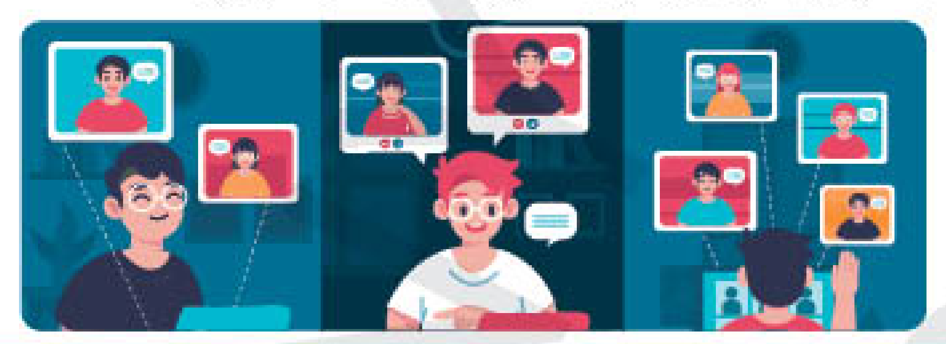
يُفضِّل فريد هيبرت التواصل مع الناس من خلال المقابلات المباشرة وجهًا لوجه، لكن في بعض الأحيان يتعذَّر عليه إجراء هذه اللقاءات المباشرة لـ:

1. وجوده بعيدًا في رحلة استكشافية.
2. وجود الأشخاص الذين يلتقي بهم في بلدان مختلفة.

## 2 Virtual Meetings الاجتماعات الافتراضية

- In such cases, Mr. Hiebert holds virtual meetings using platforms like Zoom and WhatsApp.
- Virtual meetings have to be scheduled at a suitable time for everyone, but choosing a suitable time can be difficult due to the time difference between countries.
- Mr. Hiebert believes it is important to follow up on a virtual meeting or telephone call with official notes documented in an email or sent as a Word document.
- This ensures that everyone involved has the same information and a copy to keep.

- وفي مثل هذه الحالات، يعقد هيبرت اجتماعات افتراضية باستخدام منصات مثل: زووم وواتس آب.
- يجب تنظيم مواعيد تلك الاجتماعات في وقت مناسب للجميع، وهو أمر صعب؛ بسبب اختلاف التوقيت بين الدول.
- يعتقد فريد هيبرت أنه من المهم متابعة الاجتماعات واللقاءات الافتراضية أو المكالمات الهاتفية بملاحظات رسمية موثقة في رسالة بريد إلكتروني أو مرسلة كمستند وورد مرفق.
- ذلك يضمن حصول كل المشاركين على المعلومات نفسها، وكذلك على نسخة يحتفظون بها.



**NOTES:**

During virtual meetings or video conferencing, people can do the following:

1. They can see and hear each other.
2. They can also share information found on their screens.
3. They can send and receive documents.

Theme 1

## Sharing Information



- Sharing information has become vital in our day-to-day lives.
- Technology has helped to make this an easier task.

لقد أصبحت مشاركة المعلومات أمرًا أساسيًا في حياتنا اليومية - وقد ساعدت التكنولوجيا في تيسير هذه المهمة.

- Moreover, the Ministry of Education makes sure that students have a record of what they should have learned in the classroom via:
  1. The satellite broadcasting channels (educational channels).
  2. YouTube channel, "Madrasitna", that provides videos on each school subject.

مدرستنا
المستقبل يبدأ الآن



بالإضافة لذلك تحرص وزارة التربية والتعليم على حصول التلاميذ على تسجيلات لما عليهم تعلمه في الفصل الدراسي عبر:

1. قنوات البث الفضائي (القنوات التعليمية).
2. قناة اليوتيوب «مدرستنا»، والتي تقدم مقاطع فيديو لكل مادة من المواد الدراسية.



### The educational channels on YouTube provide a second opportunity for:

1. Students who missed a lesson.
2. Students who need further explanation of a lesson.
3. Students who would just like a quick review.

القنوات التعليمية على اليوتيوب تعطي فرصة أخرى للتلاميذ الذين فاتهم أحد الدروس، أو يحتاجون إلى مزيد من الشرح للدرس، أو الذين يرغبون بمراجعة سريعة للدرس.

### أهم الكلمات والمصطلحات

| | | | |
|---|---|---|---|
| Archaeologist | عالِم آثار | Knowledge | المعرفة |
| Explorer | مُستكشف | Face-to-face meetings | المقابلات المباشرة وجهًا لوجه |
| Excavating | التنقيب | Expedition | رحلة استكشافية |
| Observing | الملاحظة | Virtual meetings | اجتماعات افتراضية |
| Reports | التقارير | Time difference | فرق التوقيت |
| Graphs | الرسومات البيانية | Share information | مشاركة المعلومات |
| Mentor | مُدرِّب | Ministry of Education | وزارة التعليم |
| Mentoring | التدريب | Satellite broadcasting channels | قنوات البث الفضائي |

# Exercises on Lesson 1

## 1 Choose the correct answer:

1. Fred Hiebert is a/an .......................... .
   a. biologist b. scientist c. ecologist d. archaeologist
   (الإسكندرية - شرق 2023)
2. Fred Hiebert is an archaeologist and .............. in National Geographic.
   a. engineer b. explorer c. doctor d. none of them
3. The software program that Mr. Hiebert uses to write reports is .............. .
   a. MS Word b. MS Excel c. MS PowerPoint d. Facebook
   (الإسكندرية - وسط 2023)
4. .......................... represents data in the form of a graph in different formats.
   a. MS Excel b. MS Word c. MS Paint d. MS PowerPoint
   (الجيزة - العمرانية 2023)
5. Printed letters and emails are used to communicate in a/an .......................... way.
   a. normal b. formal c. informal d. random
6. Mr. Hiebert uses emails and .......................... to share his discoveries.
   a. books b. maps
   c. Facebook d. video conferences
7. .......................... is training someone on a subject you have a lot of experience in.
   a. Communication b. Mentoring c. Studying d. Entertainment
8. We can use the Excel program for creating .......................... .
   a. spreadsheets b. presentations
   c. documents d. videos
   (القاهرة - النزهة 2023)
9. Mr. Hiebert prefers .......................... to communicate with others.
   a. virtual meetings b. face-to-face meetings
   c. TV programs d. social media

10 To communicate formally, you can use many methods, such as .............................. .

a. emails b. printed letters c. none of them d. both of them

11 .............................. is a program used to prepare presentations.

a. MS Word b. MS Excel

c. MS PowerPoint d. None of them (الإسكندرية - وسط 2024)

12 Mr. Hiebert holds .................. using platforms like Zoom and WhatsApp.

a. virtual meetings b. face-to-face meetings

c. TV programs d. all of them

13 We can use MS Excel to create .............................. .

a. tables b. graphs c. documents d. both a and b

14 The time difference between countries can make .............................. difficult.

a. face-to-face meetings b. virtual meetings

c. sending emails d. presentations

15 Mr. Hiebert believes it's important to send ........................... after a virtual meeting.

a. SMS b. official notes c. presentations d. videos

## 2 Put (✓) or (✗):

1 Fred Hiebert is an explorer at National Geographic. ( )

2 Mr. Hiebert studied the past through excavation and observation. ( )

3 Mr. Hiebert prefers virtual meetings for communication. ( )

4 Mr. Hiebert uses face-to-face meetings when he is away on an expedition. ( )

5 Mentoring is a great way to transfer your experience and skills. ( )

6 The Word program is used to create tables and graphs. ( )

(القاهرة - النزهة 2023)

7 The slides of your presentation should be hard to read. ( )

8 It is always possible to have face-to-face meetings. ( )

9 Technology doesn't help us share information in our daily lives. ( )

10 Power Point is a program used for writing reports. ( )

(الجيزة - العمرانية 2023)

11 Mr. Hiebert uses the MS Word program to write reports. ( )

12 Students who missed a lesson can find explanations through "Madrasitna" channel. ( )

13 We use Zoom and WhatsApp to hold face-to-face meetings. ( )

14 You can use virtual meetings when the others are in different countries. (البحيرة - دمنهور 2023) ( )

15 The spreadsheet program (Excel) is used to prepare and show graphs. ( )

16 Virtual meetings can be scheduled at any time without considering time differences between countries. ( )

17 The Word processor program is used to display the results in the form of presentations. ( )

18 Email is used to communicate formally. ( )

19 Virtual meetings can be held using platforms such as Zoom and WhatsApp. ( )

20 Mr. Hiebert believes it's important to send official notes after a virtual meeting or phone call. ( )

21 The educational channel "Madrasitna" provides videos on each school subject. ( )

## 3 Complete the missing parts using the words between the brackets:

(formal – archaeologist – spreadsheet – virtual meetings – Madrasitna channel)

1 You can use .......................... when the other people are in different countries.

2 A .......................... is used to prepare graphs and tables.

3 Handing over documents in-person is a ............... way of communication.

4 Mr. Hiebert is an .......................... and explorer at National Geographic.

5 Students who would just like a quick review can use .......................... .

Theme 1

## 4 Correct the underlined words:

1. Fred Hiebert uses MS Excel to present the results of his expeditions. (..............................)
2. Fred Hiebert uses MS Word to prepare graphs. (..............................)
3. Fred Hiebert communicates informally with emails and printed letters. (..............................)
4. Mr. Hiebert uses face-to-face meetings when the other people are in different countries. (..............................)
5. Mr. Hiebert holds virtual meetings using MS Word and WhatsApp. (..............................)

## 5 Choose from column (A) what suits it in column (B):

**A**

| Column (A) | Column (B) |
|---|---|
| 1 Face-to-face meetings | a. Mr. Hiebert uses this way of communication during expeditions. |
| 2 Virtual meetings | b. are a formal way to communicate with your teamwork. |
| 3 Mentoring | c. are the preferred way of communication for Mr. Hiebert. |
| 4 Emails | d. is a great way to pass on knowledge and skills |

1 .................... 2 .................... 3 .................... 4 ....................

**B**

| Column (A) | Column (B) |
|---|---|
| 1 Zoom | a. is used to present results and information. |
| 2 MS Word | b. is used to prepare graphs. |
| 3 MS Excel | c. is used to hold virtual meetings. |
| 4 PowerPoint | d. is used to write reports and documents. |

1 .................... 2 .................... 3 .................... 4 ....................

# Lesson 2 Computer Accessories

» Like Mr. Hiebert, you can use ICT tools to share ideas.

« مثل السيد هيبرت، يمكنك استخدام أدوات تكنولوجيا المعلومات والاتصالات لمشاركة الأفكار.

| | | |
|---|---|---|
| **1 Flash Memory**<br>ذاكرة الفلاش | • It is used to transfer files and data between computers.<br>- تُستخدم لنقل الملفات والبيانات بين أجهزة الكمبيوتر. |  |
| **2 External Hard Drive**<br>محرك القرص الصلب الخارجي | • Like HDD, but much faster.<br>- مثل محرك الأقراص الثابتة، ولكن يعمل بشكل أسرع. | |
| **3 Ethernet Cable**<br>سلك إيثرنت | • A cable that connects a computer or laptop to a router.<br>- سلك يربط جهاز الكمبيوتر أو الكمبيوتر المحمول بجهاز التوجيه (الراوتر). |  |
| **4 Ethernet Port**<br>منفذ الإيثرنت | • It connects an eterhnet cable.<br>• Ethernet is more stable and faster than Wi-Fi.<br>- يتصل بسلك إيثرنت.<br><br>- الإيثرنت أكثر استقرارًا وأسرع من الوصلات اللاسلكية. |  |
| **5 Router** | • A device that connects a computer to the internet via ethernet or Wi-Fi.<br>- جهاز يربط جهاز الكمبيوتر بالإنترنت بواسطة الواي فاي أو الإيثرنت. |  |
| **6 HDMI**<br>(high-definition multimedia interface) | • A cable that transmits audio and video from and to devices.<br>- سلك ينقل الصوت والصورة من الأجهزة وإليها. |  |

# Units of Measurement

Terabyte (TB)
Gigabyte (GB)
Megabyte (MB)
Kilobyte (KB)
Byte (B)
Bit

| | | |
|---|---|---|
| 1 Bit | The smallest unit of data | 0 or 1 |
| 2 Byte | 1 Byte = 8 bits = 1 character | "Cat" = 3 characters = 3 Bytes |
| 3 Kilobyte (KB) | 1 KB = 1024 B | |
| 4 Megabyte (MB) | 1 MB = 1024 KB | |
| 5 Gigabyte (GB) | 1 GB = 1024 MB | |
| 6 Terabyte (TB) | 1 TB = 1024 GB | |

## Megabits per second - Mbps

- Measures the speed of a network or internet connection.
- The faster the speed, the better the internet connection.

وحدة قياس تُستخدم لقياس سرعة شبكة الإنترنت (كلما زادت سرعة الشبكة، كان ذلك أفضل).

## GigaHertz (GHz)

- Measures the number of cycles your CPU carries out per second.
- The higher the number of cycles, the faster the speed.



تُستخدم لقياس عدد الدورات التي تنفذها وحدة المعالجة المركزية في الثانية.

كلما زادت عدد الدورات، زادت سرعة معالجة البيانات والتعليمات.

# Potential Computer Problems and Solutions

| Problem | Reason | Solution |
|---|---|---|
| 1 Trouble processing large files (Like a big PowerPoint presentation)<br>مشكلة في معالجة الملفات الكبيرة. | • Not enough graphics storage<br>• عدم وجود مساحة تخزين كافية للرسومات. | • Shut down some programs.<br>• أغلق بعض البرامج. |
| 2 Not able to store files.<br>عدم القدرة على تخزين الملفات. | • Not enough space<br>• المساحة غير كافية. | • Move old files to an external drive.<br>• انقل الملفات القديمة إلى محرك أقراص خارجي. |
| 3 A poor video-conference connection<br>اتصال ضعيف بالشبكة أثناء مؤتمر فيديو. | • Slow wireless internet connection<br>• اتصال لاسلكي بالإنترنت ضعيف وبطيء. | • Try an ethernet connection.<br>• جرّب شبكة الإيثرنت السلكية السريعة. |
| 4 The home internet connection not working.<br>الإنترنت المنزلي لا يعمل. | • Connection interrupted<br>• انقطاع الاتصال. | • Use ethernet or contact ISP (Internet Service Provider).<br>• استخدم الإيثرنت أو اتصل بمزود خدمة الإنترنت. |

| أهم الكلمات والمصطلحات | | | |
|---|---|---|---|
| Flash memory | ذاكرة متنقلة | Ethernet port | منفذ الإيثرنت |
| External hard drive | محرك الأقراص الثابتة | Graphs | الرسومات البيانية |
| Router | الراوتر (جهاز التوجيه) | Processing | معالجة |
| Ethernet cable | سلك إيثرنت | Connection interrupted | انقطاع الاتصال |

# Exercises on Lesson 2

## 1 Choose the correct answer:

1 The smallest unit of data is ............................ .

a. bit b. byte c. gigabyte d. GHZ

(الغردقة 2024) (الجيزة - ٦ أكتوبر 2024) (الفيوم - شرق 2024) (الغربية - طنطا 2024) (الإسكندرية - شرق 2023)

2 .................... is used to store or transfer files and data.

a. HDMI b. The CPU c. Flash memory d. A router

(أبناؤنا في الخارج 2024) (الشرقية - شرق الزقازيق 2024) (القاهرة - عين شمس 2024)

3 The ............................ like on hard disk drive, but it runs faster.

a. external hard drive b. flash memory

c. router d. DVD (الغربية طنطا 2024)

4 ............................ is a device that connects a computer to the internet via Wi-Fi. ( الجيزة - الشيخ زايد 2024) (الجيزة - الهرم 2024) (الجيزة - الدقي 2024) (الإسكندرية - شرق 2023)

a. HDMI b. A router c. An ethernet port d. HDD

5 ............................ is a cable that connects the computer divices to the router.

(أبناؤنا في الخارج 2024)

a. Ethernet b. Wi-Fi c. USB d. Flash memory

6 Kilobyte = ............................ Byte (السويس 2024)

a. 8 b. 1 c. 1000 d. 1024

7 The ............................ is a cable that transfer audio and video to and from devices. (القاهرة - الزيتون 2024) (الجيزة - كرداسة 2024) (الجيزة - 6 أكتوبر 2024)

a. ethernet cable b. HDD c. router d. HDMI

8 ............................ is a way to access something. (القاهرة - عين شمس 2024)

a. A flash memory b. A gateway c. A device d. None of them

9 A unit measures the speed of a network or internet connection ................ .

a. GHz b. Mbps c. Megabyte d. Gigabyte

(المنوفية - شبين الكوم 2024)

10 .............................. measures the number of cycles your CPU carries out per second. (الجيزة - الهرم 2024) (البحيرة - دمنهور 2024)

a. Gigahertz b. Mbps c. Byte d. Gbps

11 To write the word " apple " you need .............................. to represent it in a computer system. (أسيوط 2024)

a. 5 bits b. 8 bits c. 5 bytes d. 8 bytes

12 The reason your home internet connection is not working is because .............................. .

a. there is no enough space
b. there is no enough graphic storage
c. the connection was interrupted
d. none of them (الإسكندرية - شرق 2023)

13 Byte is equal to .............................. bit(s).

a. 1024 b. 1 c. 8 d. 5

14 One of the measurement units is the megabyte (Mb), which is equal to .............................. .

a. 1024 bytes
b.1024 kilobytes
c. 1024 megabytes
d. 1024 gigabyte (الإسكندرية – المنتزه ثان 2023)

15 When you are not able to store files, this means that .............................. .

a. there is no enough graphics storage
b. the connection is lost
c. there is no enough space
d. none of them

16 Which problem would you use an ethernet cable to solve?

a. Not able to store files.
b. A poor video conference connection.
c. Trouble processing large files.
d. none of them

17 Which one represents the correct arrangement of these measuring units of a computer (from the biggest to the smallest)?

a. Terabyte - megabyte - gigabyte
b. Byte - kilobyte - megabyte
c. Megabyte - kilobyte – byte
d. Gigabyte- terabyte- megabyte

## 2 Put (✓) or (✗):

1. A byte is the smallest storage unit to store data. ( )
(المنوفية- تلا 2024) (القاهرة - المعادي 2024)
2. We use flash memory to store, transfer, and share information online. ( )
3. GHz (Gigahertz) is a unit for measure network speed. ( )
(القاهرة - الشروق 2024)
4. An Ethernet cable connects computers to the router. ( )
( الجيزة - أبو النمرس 2023)
5. Kilobyte (KB)= 1024 bytes. (الفيوم - شرق 2023) ( )
6. The word 'ICT' takes 3 bits to store in a computer. ( )
7. The ethernet is more stable and faster than Wi-Fi. (الجيزة - جنوب 2024) ( )
8. An ethernet cable transmits audio and video to and from devices.
(البحر الأحمر - الغردقة 2023) ( )
9. To connect a computer to the internet, you need a router. ( )
(الجيزة - كرداسة 2024)
10. The more cycles that the CPU performs, the faster data can be processed. ( )
11. Gigabytes are used to measure the number of cycles executed by the CPU. ( )
12. Not having enough space can cause problems when handling large files. ( )
13. Gigabyte (GB) = 1024 byte. (الفيوم - شرق 2024) ( )
14. External hard drive, like the HDD but much faster. ( )
(القاهرة - مصر القديمة 2024)
15. HDMI is a cable that transmits audio and video from or to devices.
(بندر دمنهور 2024) ( )
16. Both hardware and flash memory are used for the same purpose.
(القليوبية 2024) ( )
17. Megabyte (Mb) measures the speed of a network. (بندر دمنهور 2024) ( )
18. To solve the problem of your home internet not working, you can use an ethernet cable or contact your internet service provider. ( )

## 3 Complete the missing parts using the words between the brackets:

(flash memory - HDMI - An ethernet cable - A router)

1 A ..................... stores information.

2 ..................... connects your computer or laptop to the router.

3 ..................... connects the computer to the internet via Wi-Fi or ethernet.

4 ..................... is a cable that transmits audio and video to and from devices.

## 4 Choose from column (A) what suits it in column (B):

### A

| Column (A) | Column (B) |
|---|---|
| 1 Byte | a. 1,024 kilobytes |
| 2 Megabyte | b. 1,024 bytes |
| 3 Gigabyte | c. 1,024 gigabytes |
| 4 Kilobyte | d. 1,024 megabytes |
| | e. 8 bits |

1 .................... 2 .................... 3 .................... 4 ....................

### B

| Column (A) | Column (B) |
|---|---|
| 1 A poor video-conference connection | a. Shut down some programs. |
| 2 Not able to store files | b. Try an ethernet connection |
| 3 Not enough graphics storage | c. Move old files to an external drive. |

1 .................... 2 .................... 3 ....................

# Test Yourself on Lessons 1&2

## 1 Put (✓) or (✗):

1. Internet speed cannot be measured. (الإسماعيلية - إدارة شمال 2024) (   )
2. 🔒 PowerPoint is a program used for writing reports. (   )
3. One terabyte = 1024 Mbyte (الجيزة - 6 أكتوبر 2024) (   )
4. Flash memory is an external storage device. (الجيزة - الدقي 2024) (   )
5. A router is a device that connects a computer to the internet. (   ) (الجيزة - العمرانية 2024)
6. 🔒 Excel is a Microsoft program used for creating tables and graphs. (   )
7. Hard disk space is smaller than flash memory. (السويس 2024) (   )
8. 🔒 Time differences between countries is not important in virtual meeting. (   )

## 2 Choose the correct answer:

1. The .................. enables you to store and share information. (المنوفية - تلا 2024)
   a. flash memory  b. keyboard  c. CPU  d. HDMI
2. 🔒 ........................... are used to conduct virtual meetings
   a. Skype  b. Zoom  c. Facebook  d. Both a and b
3. The ........... is like an hard disk drive but much faster. (القاهرة - المستقبل 2024)
   a. DVD  b. cable  c. external hard drive  d. HDMI
4. 🔒 ........................... is training or advising someone on a subject you have a lot of experience in.
   a. Studing  b. Gaming  c. Chatting  d. Mentoring
5. Gigabyte equals ........................... . (دمياط 2024)
   a. 1024 kilobytes  b. 1024 bits  c. 1024 megabytes  d. 1024 bytes
6. The ........ connects a computer to the internet via Wi-Fi or ethernet. (بندرد مهور 2024)
   a. modem  b. router  c. switch  d. CPU
7. One of the possible reasons for a home internet outage ........................... .
   a. flash memory is full  b. no storage space
   c. network connection interruption  d. browsers (الإسماعيلية 2024)

# Lesson 3 Networks





## Networks

They are groups of people, or things, that are connected to each other for a common purpose.

تُمثّل مجموعات من الأشخاص أو الأشياء المرتبطة ببعضها لهدف مشترك.



## Computer Networks

They connect computers with each other to share important information and data.

تربط أجهزة الكمبيوتر مع بعضها البعض؛ لمشاركة المعلومات والبيانات المهمة.

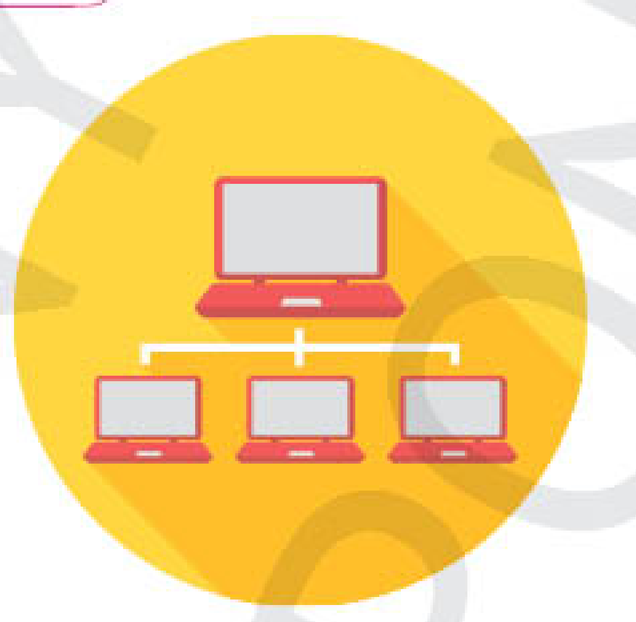


## Some Types of Computer Networks

### 1 Local Area Network (LAN)

- You may have your own personal computer network at home.
- It may consist of a computer connected to another computer or device, such as a printer or router.

- قد يكون لديك شبكة الكمبيوتر الشخصية الخاصة بك في المنزل.
- قد تتكوّن من جهاز كمبيوتر متصل بجهاز كمبيوتر آخر أو جهاز آخر مثل: الطابعة أو الراوتر.



Theme 1

## 2 Internet



» The internet is a network that connects millions of computers and the people using them from all around the world.

« الإنترنت هو شبكة تربط أجهزة الكمبيوتر والأشخاص الذين يستخدمون تلك الشبكة من جميع أنحاء العالم.

What do we need to connect a computer to the internet?

- We need a gateway, such as a router.

### Router

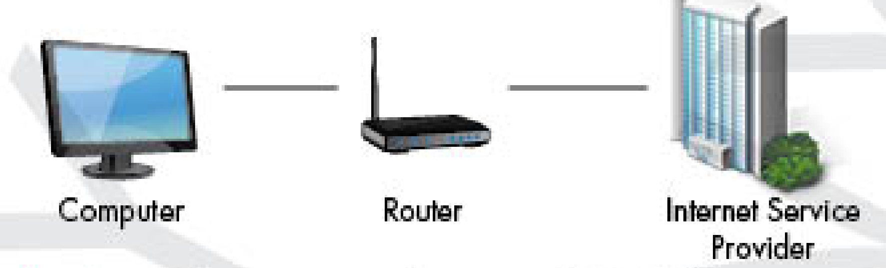
It connects your computer to an ISP (Internet Service Provider).

يقوم بربط جهاز الكمبيوتر الخاص بك بمزود خدمة الإنترنت.

### The ISP

(Internet Service Provider) is a company that provides internet service to customers.

(مزود خدمة الإنترنت) هو شركة تقدم خدمة الإنترنت للعملاء.




» **Note:** A gateway is a means of access to something.

« البوابة هي وسيلة للوصول لشيء ما.

### The World Wide Web (WWW)

It is part of the internet network and is made up of web pages and sites that people can navigate.

**الشبكة العنكبوتية العالمية:** تعتبر جزءًا من شبكة الإنترنت، وهي تتكوّن من صفحات شبكية أو صفحات ويب يمكن للأشخاص التنقل بينها.

» Example: The Egyptian Knowledge Bank (EKB) on the WWW.

Is available for free to all Egyptians who register on the site.




« إن بنك المعرفة المصري موجود على شبكة الويب العالمية، وهو متاح بالمجان لجميع المصريين المسجلين على الموقع.

## 3 Intranet



- Unlike the internet, the intranet is private.
- It is restricted to only those who are part of the business, school, or organization with which they are connected.

على عكس الإنترنت، يعتبر الإنترانت أكثر خصوصية.

يقتصر فقط على الذين يشكلون جزءًا من العمل أو المدرسة أو المؤسسة التي تتصل بها.

### Open Network

- It is opened and accessible to all.

  Example: The Web

هي شبكة مفتوحة ومتاحة للجميع (مثل شبكة الإنترنت).

### Closed Network

- It may only have computers linked by cable to allow file sharing.

  Example: A school's computer lab

قد تحتوي فقط على أجهزة كمبيوتر متصلة بواسطة كبل للسماح بمشاركة الملفات.

| Intranet | | Internet |
|---|---|---|
| – Closed computer network<br>– Private | Share information | – Open computer network<br>– Public |

### Cable

- Its is a long connector that transmits data or power between devices.

  Example: Ethernet cable

هو مُوصِّل طويل ينقل البيانات أو الطاقة بين الأجهزة (مثال: سلك الإيثرنت).

## 80s: Dial-up Internet Connection



- They used phone line to connect to the internet.
- They couldn't use the phone when on the internet.
- Slow but stable connection.

- كان خط الهاتف هو الطريقة الوحيدة للاتصال بالإنترنت.
- كان يستحيل استخدام الهاتف أثناء الاتصال بالإنترنت.
- كان الاتصال بطيئًا ولكنه ثابت.

## Late 80s: Digital Subscriber Line (DSL)



- A high-speed connection.
- It uses the same home phone wires to connect to the internet.
- It allows the phone and the internet to be used simultaneously.

- هي وصلة إنترنت ذات سرعة عالية.
- تَستخدم أسلاك الهاتف المنزلي.
- تسمح باستخدام الهاتف والإنترنت في آنٍ واحد.

## 90s



- Emergence of the World Wide Web (WWW)
- It consists of a large set of web pages that are linked to each other using hyperlinks.

- ظهور الشبكة العنكبوتية العالمية.
- تحتوي على مجموعة كبيرة من صفحات الويب التي ترتبط معًا باستخدام روابط تشعبية.

## 2000+



- Wi-Fi devices have become popular.
- Hotspots allow you to access the internet anywhere from your smartphone.

- انتشرت أجهزة الواي فاي.
- ظهرت أيضًا نقاط الاتصال التي تتيح لك الاتصال بالإنترنت من أي مكان من خلال الهواتف الذكية.

## Test Yourself

Complete the following:

1. To be connected to the internet, you need a device called ..................... .
2. The internet is ................ network, but intranet is ................ network.
3. ............................ is a part of the internet and consist of webpages.
4. ............................ is the company that provide you with internet.

| أهم الكلمات والمصطلحات | | | |
|---|---|---|---|
| Network | شبكة | Egyptian Knowledge Bank | بنك المعرفة المصري |
| Purpose | هدف - غرض | Accessible | متاح |
| Connection | الاتصال | Organization | منظمة |
| Gateway | بوابة (مدخل) | Lab | معمل |
| Internet Service Provider | مزود خدمة الإنترنت | World Wide Web | الشبكة العنكبوتية العالمية |
| Navigate | التنقل | Popular | مشهور |

# Exercises on Lesson 3

## 1 Choose the correct answer:

1 .......................... are groups of people or things that are connected to each other.

a. Computers b. Networks
c. Gateways d. WWW

(الغردقة 2024) (الإسكندرية - العجمي 2024) (الجيزة - العمرانية 2023) (الجيزة - أبو النمرس 2023)

2 The .......................... connect(s) computers with each other to exchange important information and data.

a. digital footprint b. computer networks
c. Word processor d. spreadsheet (أبناؤنا في الخارج 2024)

3 To connect your computer to the internet, you need a .......................... .

a. network b. gateway
c. flash memory d. none of them

(الجيزة - العمرانية 2023) (الإسكندرية - شرق 2023)

4 The ............... consists of a computer connected to a printer or a router.

a. internet b. ethernet c. router d. LAN

(الشرقية - شرق الزقازيق 2024)

5 The router is considered as a/an ............. . (المنوفية - السادات 2023) (الدقهلية 2023)

a. browser b. antivirus c. gateway d. cable

6 A/An .......................... is a device that connects your computer to an ISP.

a. ethernet cable b. router c. ethernet port d. HDMI

7 The .......................... is a network that connects computers and people using them from all around the world. (الجيزة - أبو النمرس 2023)

a. information b. intranet c. device d. internet

8 .......................... is a company that provides internet service to customers.

a. An ISP b. A router c. WWW d. A gateway

9 The .................... is made up of web pages that people can navigate.
a. WWW b. intranet c. router d. none of them

(المنوفية - تلا 2024)

10 The ........................... is private and restricted to only those who are part of the business, school, or organisation with which they are connected.
a. internet b. intranet c. LAN d. WWW

11 Your school's computer lab is ........................... network. (السويس 2024)
a. open b. closed c. WAN d. none of them

12 ...................... is available for free to all Egyptians who register on the site.
a. The EKB
b. Google Chrome
c. Wikipedia
d. Amazon

13 ........................... networks share public information. (الجيزة - جنوب 2024)
a. Open b. Closed c. School d. None of them

14 WWW is a part of the internet that has ........................... that people can navigate.
a. LAN
b. a closed network
c. web pages
d. anti virus

15 A ........................... is a long connector that transmits data or power between devices. (أسيوط - الفتح 2024)
a. flash memory b. router c. cable d. LAN

16 ........................... is a slow connection that doesn't allow you to use the phone when using the internet.
a. Dial-up b. DSL c. WWW d. Hotspot

17 ........................... allows you to access the internet from anywhere on your smartphone.
a. WWW b. Hotspot c. Bluetooth d. Dial-up

18 ................... allows the phone and the internet to be used simultaneously.
a. Dial-up internet connection
b. Digital subscriber line (DSL)
c. World Wide Web
d. LAN

## 2 Put (✓) or (✗):

1 The internet is more secure and private than the intranet. (  )
(الفيوم - إدارة شرق 2023)

2 Internet is a network that connects computers from all around the world. (الإسكندرية - وسط 2024) (  )

3 A LAN is a wide area network. (الفيوم - إدارة شرق 2023) (  )

4 A local area network (LAN) is a network that connects computers from all over the world. (  )

5 A website is a group of pages on the internet. (الإسماعيلية 2024) (  )

6 To connect a computer to the internet, you need a router. (  )

7 EKB is a reliable source of knowledge. (القاهرة - مصر القديمة 2024) (  )

8 A cable is a long connector that transfers data or power between devices. (  )

9 To connect a computer to the internet, you only need a router (GETAWAY). (القاهرة - المعادي 2024) (  )

10 WWW is a short form for the World Wide Web. (الجيزة - العمرانية 2023) (  )

11 The World Wide Web (WWW) is a part of the intranet. (  )

12 Hotspot appeared after the year 2000. (  )

13 The internet is part of the World Wide Web (WWW). (  )
(القليوبية 2024)

14 The internet is a private network that is restricted to some people. (  )

15 A school's computer lab could have its own closed network. (  )
(الجيزة - أبو النمرس 2023) (أسيوط 2024)

16 Hotspot allows you to access the internet from anywhere on your smartphone. (  )

17 The Egyptian Knowledge Bank is available for free to all Egyptians who register on the site. (الإسكندرية - المنتزه ثانٍ 2024) (أسيوط - إدارة الفتح 2024) (  )

## 3 Complete the missing parts using the words between the brackets:

(WWW – A router – DSL – An ISP – A LAN – The EKB)

1. .................... enables you to connect your laptop to the internet.
2. .................... consists of one computer connected to a printer or a router.
3. ................ is a part of the internet network, made up of web pages and sites.
4. ........... is the internet service provided by Egyptian companies to citizens.
5. .................... is available for free to all Egyptians who register on the site.
6. .................... allows the phone and the internet to be used simultaneously.

## 4 Choose from column (A) what suits it in column (B):

| Column (A) | Column (B) |
|---|---|
| 1 A router | a. is a part of the internet network, is made up of web pages and sites |
| 2 The internet | b. is a computer network between some people in the same work. |
| 3 The intranet | c. connects your computer to an ISP. |
| 4 WWW | d. is a computer network between people all over the world. |

1 .................... 2 .................... 3 .................... 4 ....................

## 5 Complete the following diagram:

| ............ | | ............ |
|---|---|---|
| Open computer network | ..................... <br> ..................... | Closed computer network |

# Lesson 4 Digital Communication Tools

## Uses of Computer Networks and the internet

### 1 For People: للأشخاص

» We communicate using computers or mobile networks every day to:

1. Send a text.
2. Buy something.
3. Take an online class.
4. Download or upload a video.
5. Use an app or program.

« نتواصل يوميًا باستخدام شبكات الكمبيوتر أو الهواتف لـ:

1. إرسال رسائل نصية.
2. شراء شيء.
3. أخذ دروس عبر الإنترنت.
4. تنزيل أو تحميل مقاطع فيديو.
5. تشغيل التطبيقات أو البرامج.





### 2 For Businesses and Organizations: للشركات والمؤسسات

» They use networks every day to share information through:

1. Closed networks: to share private information.
2. Open networks: to share public information.

« تَستخدم الشركات والمؤسسات أيضًا الشبكات يوميًا لمشاركة المعلومات، من خلال:

1. شبكات مغلقة لمشاركة المعلومات الخاصة.
2. شبكات مفتوحة لمشاركة المعلومات العامة.

## Internet of Things

- Household items can be part of a network; this is called "Internet of Things" (IoT).
- The IoT consists of devices linked to the internet via Wi-Fi.
- These devices can be controlled, whether you're in the same room or in another city!

- يمكن أن تكون الأدوات المنزلية جزءًا من شبكة أيضًا، وهذا ما يُسمَّى «إنترنت الأشياء».
- يتكوَّن إنترنت الأشياء من أجهزة متصلة بالإنترنت عن طريق Wi-Fi.
- يمكن التحكُّم في هذه الأجهزة سواء كنت في نفس الغرفة أو في مدينة أخرى.



## Examples of "IoT"

1. Bluetooth speakers to listen to music.
2. A digital refrigerator
3. Washing machine

- **Note:** These devices can be turned on/off using specific apps.

### Bluetooth

- It is a networking technology that connects wireless mobile devices over a short range to form a network to transmit data between different devices.



تقنية شبكية تربط الأجهزة المحمولة اللاسلكية عبر مدى قصير؛ لتشكيل شبكة لنقل البيانات بين الأجهزة المختلفة.

## Networks and People of Determination الشبكات وذوي الهمم

- Computer networks give people of determination independence.
- This independence helps them save money and time.
- It also increases their level of self-confidence.

- تمنح شبكات الكمبيوتر الأشخاص ذوي الهِمَم الاستقلالية.
- تساعدهم الاستقلالية في توفير المال والوقت.
- كما تساعدهم أيضًا في زيادة مستوى ثقتهم بأنفسهم.



### How can technology helps people of determination



كيف يمكن للتكنولوجيا أن تساعد أصحاب الهِمَم؟

### 1 Screen Readers قارئات الشاشة

- Help visually impaired people to do the following:
  1. Writing research papers.
  2. Doing homework.
  3. Accessing files and documents on a PC.
- It is used for audio feedback, to convert digital text to audio.

- لمساعدة ضعاف البصر في كتابة الأبحاث والواجبات المنزلية والوصول إلى الملفات والمستندات على جهاز الكمبيوتر.
- تستخدم قارئات الشاشة في التعليقات الصوتية؛ لتحويل النص الرقمي إلى صوت.

### 2 Braille Method طريقة برايل

- It helps blind people read and write.

- تساعد المكفوفين على القراءة والكتابة.

### 3 E-commerce التجارة الإلكترونية

- Online shopping, where people can buy and sell products.

- التسوق عبر الإنترنت؛ حيث يمكن للأشخاص شراء المنتجات وبيعها.




1. Always ask your parents before doing online shopping.
2. Think about digital privacy. Don't share your personal information.

1. اسأل والديك دائمًا قبل القيام بالتسوق عبر الإنترنت.
2. فكِّر في الخصوصية الرقمية، ولا تشارك معلوماتك الشخصية.

| أهم الكلمات والمصطلحات | | | |
|---|---|---|---|
| Buy | شراء | Self-confidence | الثقة بالنفس |
| Private information | معلومات خاصة | People of determination | الأشخاص ذوو الاحتياجات |
| Public information | معلومات عامة | Visually impaired | ضِعاف البصر |
| Internet of Things | إنترنت الأشياء | Accessing | الوصول |
| Short range | مدى قصير | Blind | الكفيف |
| Independence | الاستقلالية | Digital privacy | الخصوصية الرقمية |

# Exercises on Lesson 4

## 1 Choose the correct answer:

1. The .......................... consists of devices linked to the internet via Wi-Fi.
   a. CPU b. IoT c. DSL d. WWW
   (الغردقة 2024) (القليوبية 2024) (الشرقية - شرق الزقازيق 2024)

2. The technology that connects wireless mobile devices over a short range to form a network is called .......................... .
   a. Scanner b. WWW c. intranet d. Bluetooth
   (القاهرة - عين شمس 2024) (دمياط 2024)

3. Online buying and selling is known as .......................... .
   a. Word b. E-commerce
   c. PowerPoint d. IoT (الفيوم - شرق 2023)

4. Banks use the .......................... to share their information.
   a. opened networks b. social media sites
   c. graphical software d. closed networks (أبناؤنا في الخارج 2024)

5. To share .......................... information, you can use open networks.
   a. private b. personal c. public d. confidential

6. Hatem is visually impaired, so he does schoolwork online using .......................... .
   a. printer b. screen readers
   c. scanner d. e-commerce (الإسكندرية - المنتزه ثانٍ 2024)

7. Businesses and organizations use .................... networks to share private information.
   a. open b. closed c. public d. Bluetooth

8. Bluetooth is a networking technology that connects wireless mobile devices over a .......................... range to form a network to transmit data.
   a. short b. long c. middle d. all of them
   (الإسكندرية - المنتزه ثانٍ 2023)

9 People of determination use.......................... to help them with shopping.
a. e-commerce b. mouse c. file d. scanner
(الإسكندرية - العجمي 2023)

10 Computer networks give people of determination .......................... .
a. more independence b. increase their self-confidence
c. help them save mony and time d. all of them

11 The .......................... consists of household devices that are connected to Wi-Fi.
a. Bluetooth b. internet
c. Internet of Things d. all of them (الإسكندرية - وسط 2024)

12 Visually impaired people can use .......................... for doing schoolwork online. (أسيوط 2024) (القاهرة - الزيتون 2024)
a. Bluetooth b. screen readers
c. Zoom d. none of them

13 The Braille method allows blind people to .......................... .
a. speak b. read c. hear d. all of them

14 You can use .......................... applications to buy anything on the internet.
a. browser b. braille c. e-commerce d. Bluetooth
(الفيوم - شرق 2024) (الدقهلية 2023)

15 .......................... is a networking technology that connects wireless mobile devices. (الجيزة - 6 أكتوبر 2024) (الإسكندرية - وسط 2024)
a. Bluetooth b. Intranet c. LAN Network d. None of them

16 The connection of washing machine to an application on the mobile is called .......................... .
a. computer networks b. screen reader's
c. internet of things d. mobile development (دمياط 2024)

## 2 Put (✓) or (✗):

1 People communicate every day using computer networks. ( )

2 The digital washing machine is an example of the Internet of Things (IoT). (أسيوط 2024) (المنوفية - السادات 2023) ( )

3 Bluetooth is a network technology that works over long ranges. ( )

(الإسكندرية - وسط 2023) (الجيزة - الشيخ زايد 2023)

4 People of determination can communicate and follow their lessons online. ( )

5 You can't control home appliances connected to the internet remotely. ( )

6 Braille makes it more difficult to read for people of determination. ( )

(أسيوط 2024) (الجيزة - العمرانية 2023)

7 Intranet of things is a network technology that connects wireless mobile over a short range to form a network to transmit data between different devices. (المتوفية - شبين الكوم 2024) ( )

8 Braille method allows blind people to read. (الجيزة - الهرم 2024) ( )

9 Always ask permission from your parents before buying anything online. ( )

10 The screen reader is used by the visually impaired to get audio feedback. (الغربية - طنطا 2024) ( )

11 It is difficult for household appliances to be part of a network. ( )

12 The Internet of Things is a network technology that connects wireless mobile devices via short range. ( )

## 3 Choose from column (A) what suits it in column (B):

| Column (A) | Column (B) |
|---|---|
| 1 A digital refrigerator | a. is used by blind people to read. |
| 2 Screen readers | b. is used to sell your smartphone online. |
| 3 Braille | c. is an example of IoT. |
| 4 E-commerce | d. are used by people of determination to write research. |

1 .................... 2 .................... 3 .................... 4 ....................

# Test Yourself on Lessons 3&4

## 1 Choose the correct answer:

1 The intranet is .......................... network. (الدقهلية - بلقاس 2024)
a. public b. WWW c. open d. closed

2 ............... is/are from the Internet of Things devices. (القاهرة - المستقبل 2024)
a. Digital Refrigerators b. Watches c. Cars d. WWW

3 The World Wide Web (www) is .......................... the internet. (أسيوط 2024)
a. all of them b. not related to c. a part of d. none of them

4 People of determination can get audio feedback through ........................ .
a. Bluetooth b. IoT c. keyboard d. screen reader
(الجيزة - كرداسة 2024)

5 To use the Internet in your home, you need .......................... .
a. a computer or mobile phone b. a router
c. a service provider d. all of them (القاهرة - الشروق 2024)

6 Household items can be part of a network as well, this is called .......................... .
a. Internet of Things b. Digital privacy
c. Gateway d. address (السويس 2024)

7 .......................... is private to only those who are part of the organization.
(المتوفية - تلا 2024)
a. internet b. Intranet c. WWW d. WAN

## 2 Put (✓) or (✗):

1 The EKB website is Available for Free to All Egyptians. (القاهرة-المستقبل 2024) ( )
2 In the late 80's, dial up allowed phones and internet to be used simultaneously. ( )
3 Bluetooth connects mobile with devices over short range. (الجيزة - العمرانية 2024) ( )
4 LAN may be consist of a computer connected to a printer. ( )
5 The World Wide Web (WWW) is a closed network. (القاهرة-الشروق 2024) ( )
6 We can control internet of things devices in the same room or in another city. (المتوفية - تلا 2024) ( )
7 The intranet is a public and open network. ( )
8 Bluetooth speaker is an example of the Internet of Things. ( )
(الجيزة - الشيخ زايد 2024)

# Lesson 5 Internet Connection Problems and Solutions



» We have studied that Fred Hiebert uses:

« لقد درسنا في الدرس الأول أن فريد هيبرت يَستخدم:



» Word: to write reports.
» Excel: to create tables and graphs.
» PowerPoint: to make presentations.

« برنامج Word لكتابة التقارير، وExcel لإنشاء الجداول والرسومات البيانية، وPowerPoint لعمل عروض تقديمية حول اكتشافاته.

2

» Email and video conferencing: to share his discoveries with his colleagues.

« البريد الإلكتروني ومؤتمرات الفيديو؛ ليشارك اكتشافاته مع زملائه.

» While using these programs, you may face many problems related to:

« أثناء استخدام هذه البرامج، قد تتعرَّض للعديد من المشكلات المرتبطة بـ:



» The device hardware or software.

« الجهاز المُستخدَم أو برامجه.



2

» A weak or interrupted internet connection.

« ضعف الاتصال بشبكة الإنترنت أو انقطاعه.






## Following a Process to Solve Computer Problems
## اتباع خطوات محددة لحل مشكلات الكمبيوتر

1. Identify the problem.
   - What's the issue? Is it a hardware or software problem?
   - Have you committed an error that caused the problem?
2. Plan different ways you might solve the problem.
3. Go through your potential solutions to the problem.
   - Try each one until you find a solution or get to your final idea without solving it.
4. If you do not find a solution to the problem:
   - Ask your teacher or a member of your family for help.

1. حدِّد المشكلة: ما المشكلة؟ هل هي مشكلة في مُكوِّنات جهاز الكمبيوتر أم في البرمجيات؟ هل ارتكبت خطأ سبَّب هذه المشكلة؟
2. فكِّر في طرق مختلفة يمكنك اتباعها لحل المشكلة وخطِّط لها.
3. ادرس الحلول المحتملة للمشكلة، وجرِّب كلًّا منها إلى أن ينجح أحدها، أو تصل إلى فكرتك الأخيرة من دون حل المشكلة.
4. إذا لم تتوصَّل إلى حل للمشكلة، فعليك الاستعانة بمعلمك أو بأحد أفراد أسرتك.





## Following a process when troubleshooting will help you:

1. Find different ways to solve problems.
2. If your idea didn't work for a particular problem, it may work for another

إن اتباع خطوات محددة عند العمل على اكتشاف المشكلات وإصلاحها، سيساعدك على التوصل إلى طرق مختلفة لحل المشكلات. وإذا لم تنجح فكرة ما توصَّلت إليها في حل مشكلة معينة، فقد تسهم في حل مشكلة أخرى.

| Problem | Solution |
|---|---|
| 1. The computer slows down when opening an app. بطء جهاز الكمبيوتر عند فتح أحد التطبيقات. | • Shut down and restart it.<br>• Check for software updates.<br>• Delete unwanted apps. |
| 2. The browser is running slow. المتصفح يعمل ببطء. | • Check Wi-Fi signal.<br>• Make sure apps are up-to-date on your device. |
| 3. No internet connection لا يوجد اتصال بالإنترنت. | • Use the software to troubleshoot your Wi-Fi connection.<br>• Check that the router is connected.<br>• Restart your router.<br>• Try a new ethernet cable.<br>• Contact the customer service of your ISP for help. |
| 4. Slow to download التحميل بطيء. | • Restart your computer and router.<br>• Check the internet speed. |

No Internet Connection

### أهم الكلمات والمصطلحات

| | | | |
|---|---|---|---|
| Presentations | العروض التقديمية | Shut down | أغلق جهازك |
| Identify | حدِّد | Check | افحص |
| Issue | مشكلة | Restart | أعد التشغيل |
| Plan | خُطة | Software updates | تحديثات البرامج |
| Potential solutions | الحلول المحتملة | | |

# Exercises on Lesson 5

## 1 Choose the correct answer:

1. Mr. Hiebert uses emails and .................... to share his discoveries with his colleagues. (القاهرة - المستقبل 2024)
   a. Facebook b. MS Word
   c. MS Excel d. video conferences

2. To solve a problem, the first step you should do is to .................... .
   a. Identify the problem b. study solutions
   c. forget the problem d. plan the problem

   (الغربية - طنطا 2024) (القاهرة - الزيتون 2024)

3. For internet connection issues, try using a new .................... cable.
   a. HDMI b. USB c. DVD d. ethernet

4. When the browser is running slowly, you have to .................... .
   a. delete unwanted apps b. check the Wi-Fi signal
   c. check your keyboard d. none of them (الجيزة - الشيخ زايد 2024)

5. If there is no internet connection, .................... . (الجيزة - الشيخ زايد ٢٠٢٣)
   a. update the software b. delete unwanted apps
   c. check the internet speed d. check if the router is connected

6. If your download is slow, possible solutions include .................... .
   a. restarting your computer b. restarting the router
   c. checking the internet speed d. all of them (السويس 2024)

7. The .................... step to solve a problem is to define the problem.

   (الإسماعيلية - إدارة شمال 2024)

   a. first b. second c. third d. fourth

8. Check for software updates when .................... .
   a. there is no internet connection b. downloading a file is very slow
   c. the computer slows down on opening an app d. none of them

9 Try a new ethernet cable when ............................ .

a. there is no internet connection
b. the computer is not working
c. the screen freezes
d. all of them

10 When a computer slows down on opening an app, ............................ .

a. check for software updates
b. restart the router
c. check the Wi-Fi
d. contact the ISP (الدقهلية - بلقاس 2024)

11 Slow downloads may be due to low ............................ speed.

a. monitor
b. internet
c. memory
d. keyboard

12 If you can't solve the internet speed problem, contact your .................... for help.

a. police
b. manufacturer
c. friend
d. ISP

13 You can contact the customer service of your ISP for help when ............................ .

a. the internet connection is interrupted
b. the browser is running slowly
c. an app doesn't open
d. none of them

## 2 Put (✓) or (✗):

1 Mr. Hiebert uses emails to share his discoveries with his colleagues. (   )

2 You should follow the troubleshooting process to solve computer problems. (   )

3 Identifying the problem is the last step in solving computer problems. (الإسكندرية - العجمي 2024) (البحيرة - دمنهور 2024) (دمياط الجديدة 2024) (   )

4 PowerPoint is a Microsoft program used for making presentations. (   )

5 You can use software to check your internet connection. (   )

6 If your home internet is not working, you can close some programs to solve the problem. (   )

7 When the browser is running slow, you have to check the Wi-Fi signal. (الشرقية - شرق الزقازيق 2024) (   )

8 We should regularly check for software updates to avoid software problems. (        )

9 It's important to check Wi-Fi signal if the browser is running slow. (        )

10 One of the possible reasons for slow downloads is the internet speed. (الجيزة - جنوب 2024) (        )

11 If the idea you have doesn't solve a problem, it may contribute to solving another problem. (        )

12 Restarting the router is one of the ways to solve the slow download problem. (        )

13 When there isn't an internet connection, it's good to restart your router. (دمياط 2024) (        )

14 One of the solutions to the problem of a slow computer when opening an app is to delete unwanted apps. (        )

## 3 Arrange the following steps:

a (..........................) Plan different ways to solve the problem.

b (..........................) Go through your potential solutions.

c (..........................) Ask your teacher or a member of your family for help.

d (..........................) Which solution worked?

e (..........................) Identify the problem.

## 4 Choose from column (A) what suits it in column (B):

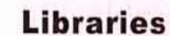
| Column (A) | Column (B) |
|---|---|
| Problem | Solution |
| 1 No internet connection | a. Delete unwanted apps. |
| 2 The browser running slow | b. Restart your router. |
| 3 The computer slows down when opening an app. | c. Check the Wi-Fi signal. |

1 .................... 2 .................... 3 ....................

# Lesson 6 Digital File Management

## Information Is Everywhere

» Where can we find information?

|  QR Code |  Libraries | Internet | TV |
|---|---|---|---|
|  |  |  |  |
| رمز الاستجابة السريعة | المكتبات | البحث من خلال الإنترنت | جهاز التلفزيون |



» QR code: It helps us access the information easily and quickly by scanning the code with a camera phone.

 يساعدنا رمز الاستجابة السريعة في الوصول إلى المعلومات بسهولة وبسرعة عن طريق مسح الرمز باستخدام هاتف مزود بكاميرا.



### How do we save and store information



كيف نحفظ ونخزن المعلومات؟

1. A scanner: is used to save images and documents on a computer for later use.
2. Flash memory: is used to store and share information and data.
3. Digital camera: is used to capture and store photos and videos digitally.

1. الماسح الضوئي: يستخدم لحفظ الصور والمستندات على الكمبيوتر لاستخدامها لاحقًا.
2. ذاكرة الفلاش: تستخدم لتخزين ومشاركة المعلومات والبيانات.
3. الكاميرا الرقمية: تستخدم لالتقاط وتخزين الصور ومقاطع الفيديو رقميًا.






# How to get organized using ICT tools

## 1 Create the main folder

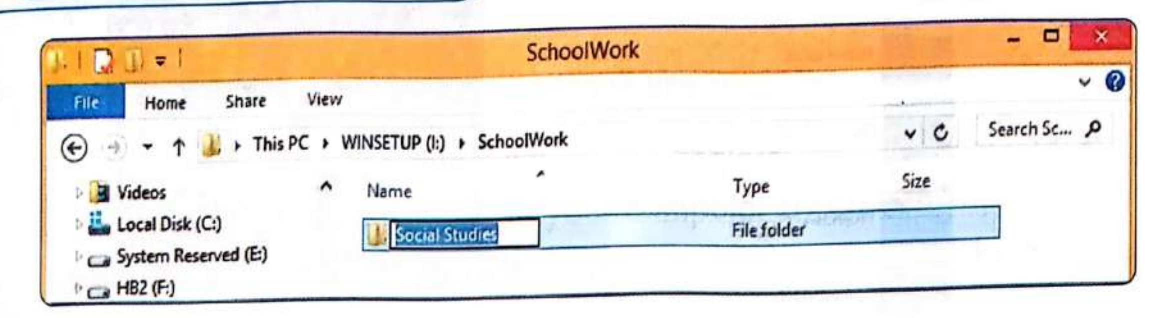
إنشاء مجلد رئيسي




1. Press the right button of the mouse.
2. Select "New", then select "Folder".
3. Type a name for the folder (School Work).

## 2 Add sub-folders

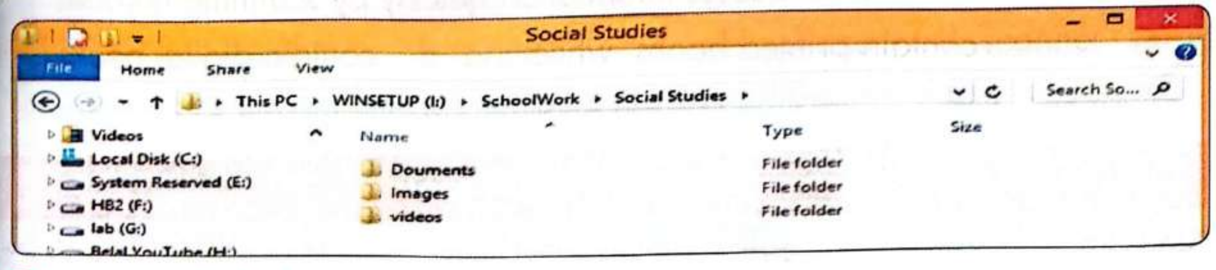
إنشاء مجلدات فرعية




1. Open the main folder.
2. Press the right button of the mouse.
3. Select "New", then select "Folder".
4. Type a name for the folder (Social Studies).

## 3 Type a name for each folder

اكتب اسمًا لكل ملف




1. Press the right button on the folder.
2. Select "Rename".
3. Type the new name, then press Enter.





## NOTES:

1. Place documents, images, and videos in the correct folder.
2. It is preferable to give each folder an appropriate title.
3. You can give a title to a folder by pressing right-click and select "Rename".

① ضع المستندات والصور ومقاطع الفيديو في المجلد الصحيح.
② يفضل إعطاء كل مجلد عنوانًا مناسبًا.
③ يمكنك إعطاء عنوان لمجلد بالضغط على زر الماوس الأيمن واختيار «إعادة تسمية».

The following figures show organized and disorganized file systems.

**Organized Files**

> My Documents
- Home work
- Photographs
- Projects
- Spreadsheets

**Disorganized Files**



## Test Yourself

Complete the following sentences:

1. You should give .............................. to each file or folder.
2. You can add .............................. inside the main folder.
3. A ........... is used to convert printed images and documents to digital ones.
4. To create a new folder, we select "...................." from the shortcut menu.
5. A ......................... helps access information quickly by scanning a code.
6. ................. contain printed books, while ................. contain digital books.

## أهم الكلمات والمصطلحات

| | | | |
|---|---|---|---|
| QR code | رمز الاستجابة السريع | Main folder | ملف رئيسي |
| Libraries | المكتبات | Sub-folder | ملف فرعي |
| Access | الوصول | Button | زر |
| Scanner | الماسح الضوئي | Capture a photo | يلتقط صورة |

# Exercises on Lesson 6

## 1 Choose the correct answer:

1. To access information by scanning it with a phone camera, we use a .............. .
   a. flash memory b. printer c. folder d. QR code

(الإسكندرية - شرق 2024)

2. A .............................. is used to input pictures and files on the computer.
   a. keyboard b. printer c. scanner d. CPU

(القاهرة - مصر القديمة 2024)

3. To store and share information, we use a .............................. .
   a. flash memory b. printer c. scanner d. QR code

4. You can organize the files in your computer by creating .............................. .
   a. folders b. sub-folders c. videos d. both a and b

(القاهرة - الزيتون 2024)

5. A .............................. is used to take and store photos and videos.
   a. digital camera b. QR code c. printer d. none of them

6. The first step that helps you organize the data on your computer is to .............................. .
   a. add a sub-folder b. type a name for the folders
   c. create the main folder d. none of them

7. The .............................. is used to insert images and use them later.
   a. keyboard b. printer c. microphone d. scanner

(الجيزة - الهرم 2024)

8. To create a new folder, select ".............................." from the shortcut menu.
   a. Open b. Paste c. New d. View

(الإسكندرية - وسط 2024)

9. To organize our files, we should .............................. each folder.
   a. print b. remove c. redo d. name

10 To create a main folder, press the .................................. button of the mouse, then select "New Folder".

a. right b. left c. none of them

## 2 Put (✓) or (✗):

1 A QR code is used to get information quickly and easily. ( )

(المنوفية - السادات 2023)

2 A printer can be used to insert images into a PC and save them for later use. (السويس 2024) ( )

3 We must place documents, images, and videos in the correct folder.

(السويس 2024) ( )

4 ICT tools help us manage digital files. ( )

5 You can add a main folder inside sub-folders to manage files. ( )

(الإسكندرية - شرق 2024)

6 We can give a name to a folder by right-clicking, then "Rename". ( )

(الجيزة - الشيخ زايد 2023)

7 Data must be organized on the computer for easy retrieval. ( )

(الإسكندرية - المنتزه أول 2023)

8 You can copy, cut, and delete a folder and restore it. (دمياط 2024) ( )

9 It is not possible to add sub-folders inside the main folder.(الدقهلية 2024) ( )

10 The main folder contains sub-folders and files. (الإسكندرية - المنتزه ثان 2023) ( )

11 To change the title of a folder, choose the "Delete" command. ( )

(المنوفية - تلا 2024) ( الفيوم - شرق 2023)

12 An operating system does not allow you to add a sub-folder inside a main folder. (الإسكندرية - إدارة وسط 2023) ( )

## 3 Arrange the following steps:

a. (..........................) Type a name for the main folder (Books).
b. (..........................) Add sub-folders.
c. (..........................) Put the books in the correct files.
d. (..........................) Type the names of the folders (Science – Math – History).
e. (..........................) Create the main folder.

## 4 Complete the missing parts using the words between the brackets:

(QR codes – scanner – computers – flash memory – camera – Libraries)

1. A .......................... helps us store and transfer data and information.
2. A ...................... helps us get images, while a ...................... helps us save them on computer.
3. .......................... contain printed books, while .......................... contain digital books.
4. .......................... help us access the information by scanning them with a phone camera.

## 5 Choose from column (A) what suits it in column (B):

| Column (A) | Column (B) |
|---|---|
| 1 A digital camera | a. helps us enter and store images into a computer. |
| 2 A QR code | b. is used to analyze and graph information. |
| 3 A scanner | c. takes pictures and videos during video chats. |
| 4 Excel | d. is a quick and easy way to share information. |

1 .................... 2 .................... 3 .................... 4 ....................

# Test Yourself on Lessons 5&6

## 1 Choose the correct answer:

1. We use .................... to organize files.
   a. folders b. files c. documents d. images
2. .................. is a program used to prepare presentations.
   a. MS Word b. MS Excel c. MS PowerPoint d. None of them
3. The .................... is used to input images to the computer.
   a. speaker b. monitor c. printer d. scanner
4. The first stage of problem solving is .................... .a. defining the problem b. the router
   c. the internet d. planning
5. A .................... helps us access information by scanning it with a phone camera.
   a. QR code b. printer c. router d. mouse
6. When a computer slows down on opening an app, .................... .
   a. check for software updates b. restart the router
   c. check the Wi-Fi d. none of them
7. If there is no internet connection, check if the .............. is connected first.
   a. app b. computer c. router d. camera

## 2 Put (✓) or (✗):

1. To solve a problem, think of only one way to solve it. ( )
2. To create a new folder, click on "Rename". ( )
3. Outdated apps never affect the browser speed. ( )
4. We can't create a folder for games. ( )
5. Deleting unwanted applications can improve the computer performance. ( )
6. To organize our files, we shouldn't name each folder. ( )
7. A scanner is used to save images on the computer to use later. ( )
8. Slow downloads can be caused by a weak Wi-Fi signal. ( )

# October Exam on Lessons (1-6)



## 1 Choose the correct answer:

1. .......... help(s) the visually impaired get audio feedback. (القاهرة - المعادي 2024)
   a. Braille   b. Keyboard   c. E-commerce   d. Screen readers
2. One of the steps to solve a problem is to .................... . (القاهرة - الزيتون 2024)
   a. search through the email   b. copy the problem
   c. identify the problem   d. ignore the problem
3. To create a folder, choose the command ".........", then "Folder". (القاهرة -الشروق 2024)
   a. Save   b. File   c. Open   d. New
4. We use ...................... to measure the speed of a network. (أسيوط 2024)
   a. GB   b. Ghz   c. Mbps   d. Terabyte
5. A school's computer lab could have ...................... . (الإسكندرية - المنتزه أول 2024)
   a. an open computer network   b. www
   c. a closed computer network   d. a public network
6. To prepare and show graphs, you can use ...................... .
   a. Word   b. PowerPoint   c. Google   d. Excel
7. A/An ...................... connects the laptop to the router. (الإسكندرية - العجمي 2024)
   a. ethernet port   b. HDMI   c. CPU   d. ethernet cable

## 2 Put (✓) or (✗):

1. A gigabyte equals 1024 bits. (دمياط الجديدة 2024) (   )
2. Bluetooth works over a long range. (الدقهلية - بلقاس 2024) (   )
3. Checking the Wi-Fi signal on your device is one solution to the browser running slow. (القاهرة - المعادي 2024) (   )
4. An ethernet is more stable and faster than Wi-Fi. (القليوبية 2024) (   )
5. The main folder contains sub-folders and files. (الإسكندرية - المنتزه أول 2024) (   )
6. The World Wide Web (www) is a part of the intranet network. (   )
   (الشرقية - شرق الزقازيق 2024)
7. An external hard drive is like an HDD but much faster. (   )
   (القاهرة - عين شمس 2024)

# Lesson 7 Information Search Strategies

درس إثرائي

» When searching for information, you are constructing knowledge. So, it is important to do the following:

« عندما تبحث عن المعلومات، فإنك في الواقع تبني معرفة؛ لذلك من المهم عمل الآتي:

1. Plan your searches.
   أن تُخطِّط لأبحاثك.

2. Analyze your information.
   تُحلِّل المعلومات التي تعثر عليها.




3. Check the information you find critically.
   تحقَّق من المعلومات بأسلوب ناقد.



» The internet is very big and you must decide exactly what information you want.

» A lot of the information you find when searching will also need to be evaluated, selected, and organized. So, you will need to process and organize this information before completing your work.

« تحوي شبكة الإنترنت كمًّا هائلًا من المعلومات، وعليك أن تحدد بدقة المعلومات التي تسعى إلى التوصل إليها.

« يحتاج العديد من المعلومات التي تعثر عليها أثناء بحثك إلى الخضوع لعمليات: تقييم، وانتقاء، وتنظيم، ما يعني أنك ستحتاج إلى معالجة المعلومات وتنظيمها قبل إكمال عملك.



## How do you search for information online?

» It is important to work collaboratively with classmates when searching for information. Here are some suggested steps:




1. Decide on a topic.
2. Break the topic down into smaller subtopics.
3. Share your knowledge with your classmates.
   - What do you know about it already?
   - What do you not know?
4. Decide who is going to search for which information.
   - It is good practice for two people to search for the same information and then share and contrast their results.
5. Decide on keywords for searches about the sub-topics.
   - It is not a good idea to use full sentences when searching.
6. Share your results.
   - Decide how to select and organize the information, and then how to organize it for presentation.

« من المهم أن تتعاون مع زملائك في الفصل أثناء البحث عن المعلومات. فيما يلي بعض الخطوات المقترحة:



1. اختر موضوع بحثك.
2. قسِّم الموضوع إلى موضوعات فرعية أصغر.
3. شارك معلوماتك مع زملائك في الفصل (ماذا تعرف حتى الآن؟ وما المعلومات التي تنقصك؟).
4. عيِّن لكل زميل معلومات يبحث عنها. من الجيد أن يبحث زميلان عن المعلومات نفسها، ثم يتشاركان نتائجهما وبياناتهما.
5. حدِّد كلمات مفتاحية Keywords للبحث عن الموضوعات الفرعية؛ إذ لا يُنصح باستخدام جُمَل كاملة أثناء البحث.
6. شارك نتائجك، وحدِّد كيفية انتقاء المعلومات وتنظيمها، ثم كيفية تنسيقها من أجل إعداد عرض تقديمي.

Theme 1

**Remember**



### When searching online:

1. Use the same strategies as above.
2. Try using different keywords with similar meanings (synonyms of the words).

**تذكّر:**

1. عند البحث عبر الإنترنت، استخدم نفس الإستراتيجيات المذكورة أعلاه.
2. حاول استخدام كلمات مفتاحية Keywords مختلفة ذات معانٍ متشابهة (مرادفات الكلمات).

## Test Yourself

**Complete the following sentences:**

1. The first step when searching online is ............................ .
2. It is not recommended to use ............................ when searching.
3. It is recommended to use ............................ keywords with ............................ meanings when searching.

| أهم الكلمات والمصطلحات | | | |
|---|---|---|---|
| Decide | تُقرِّر | Selecting | انتقاء |
| Plan | تُخطِّط | Organizing | تنظيم |
| Analyze | تُحلِّل | Topic | موضوع |
| Check | تتحقَّق | Knowledge | معرفة |
| Evaluating | تقييم | Keywords | الكلمات المفتاحية |

# Exercises on Lesson 7

## 1 Choose the correct answer:

1. The ................ contains a huge amount of information.
   a. data b. internet c. school d. presentation
   (الجيزة - العمرانية ٢٠٢٣)
2. The internet is very big, to narrow down your search terms, you would use ................ keywords.
   a. specific b. general c. both of them d. none of them
3. In the search strategy, you must first ................ .
   a. share your results b. decide on keywords
   c. break the topic into subtopics d. decide on the topic (المنوفية 2023)
4. It is not a good idea to use ................ when searching about subtopics.
   a. full sentences b. keywords c. synonyms d. none of them
5. When searching online, specify ................ to search for subtopics rather than using large sentences or whole sentences. (الجيزة - الشيخ زايد 2023)
   a. keywords b. internet c. data d. PII
6. When searching for information, you must first ................ .
   a. decide on the topic b. analyze the information
   c. organize your work d. none of them (الإسكندرية - المنتزه أول 2024)
7. When we are searching, we break the topic into ................ subtopics.
   a. smaller b. bigger c. wide d. zero
   (الجيزة - أبو النمرس 2023)
8. When searching online, try to use different keywords with ................ meanings.
   a. different b. similar
   c. none of them d. both of them

Theme 1

9. To conduct a search with your classmate, you should break the topic into ............................ . (بني سويف 2023)

a. larger topics b. keywords c. results d. subtopics

## 2 Put (✓) or (✗):

1. You should analyze information critically when searching online. ( )
2. The first thing to do when conducting a research is to divide the research into subtopics. (القاهرة - حدائق القبة 2023) ( )
3. When searching for information, it is important to plan your searches first. ( )
4. It's a good idea for classmates to search for the same information and compare the results. ( )
5. You must evaluate, select, and organize the information you find. ( ) (البحيرة 2023)
6. The internet has a limited amount of information. ( )
7. Breaking the topic down into smaller subtopics is not important when you search for information. ( )
8. Using full sentences is a good idea when searching for any topic. ( )
9. Using synonyms for keywords can help you get relevant results. ( )
10. It is not important to analyze and check the information you are collecting via the internet. (الإسكندرية - العجمي 2023) ( )

## 3 Arrange the following steps to conduct an online search:

a. (.........................) Share your results.

b. (.........................) Decide on a topic.

c. (.........................) Decide on keywords.

d. (.........................) Break the topic down into smaller subtopics.

# Lesson 8 Sharing Information

» We can share information online through:

1. The internet
2. The intranet

## Internet

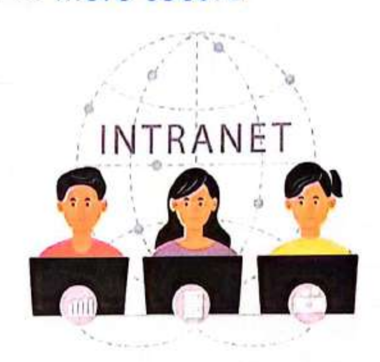
1. The internet is used to share information over the web (an open network).
2. It is less secure.




« تستخدم لمشاركة المعلومات عبر شبكة مفتوحة، وهي أقل أمانًا.

## Intranet

1. The intranet is used to share information in a closed network.
2. It is more secure.

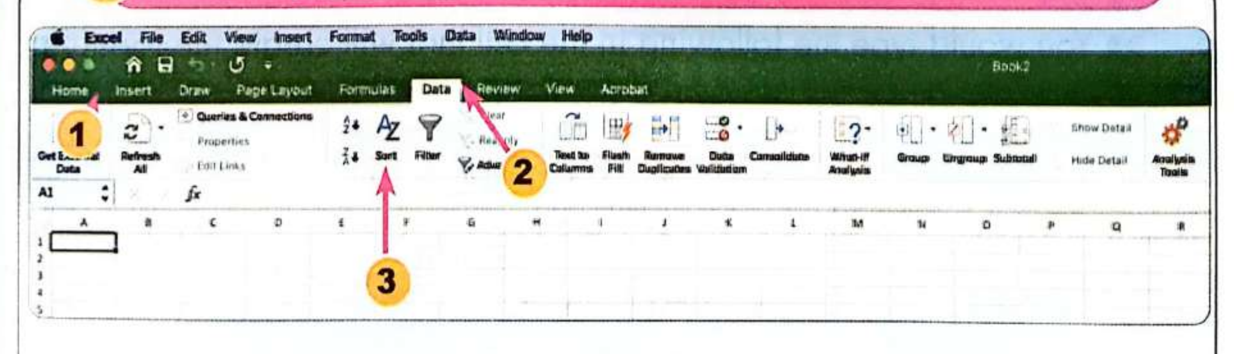



« تستخدم لمشاركة المعلومات عبر شبكة مغلقة، وهي أكثر أمانًا.



## Using Microsoft Excel

### 1 Sorting information in an alphabetical order




» Go to the toolbar and click on "Data". Then click on "Sort".

« اذهب إلى شريط الأدوات (Toolbar)، وانقر على علامة التبويب «بيانات» (Data)، ثم على «فرز» (Sort).

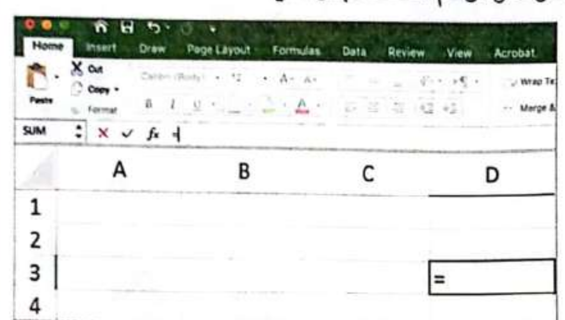
## 2 Setting formulas in cells

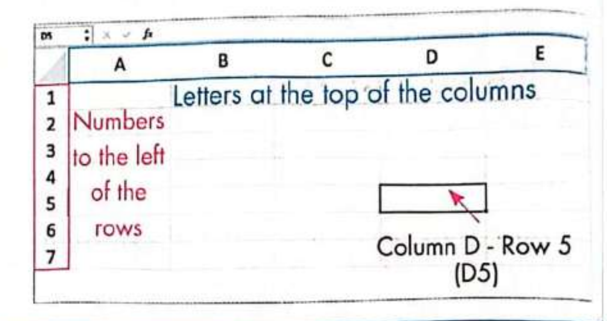
» You can set a formula to add (+), subtract (-), multiply (x), or divide (/):

1. Click on the cell you want to set a formula.
2. Type "=" in this cell. This tells Excel you are creating a formula.
3. Decide which cells are in your formula, reference the letters and numbers of each cell.

« انقر على الخلية التي تود إنشاء معادلة فيها، ثم اكتب علامة "=" في الخلية، هذا يخبر برنامج إكسل بأنك ستنشئ معادلة.

« حدِّد الخلايا التي تود إدراجها في المعادلة، وقم بالإشارة إلى الأحرف والأرقام الخاصة بكل خلية.




### NOTES:

- In Excel, a cell is named using a combination of a letter and a number.
- The letters are at the top of the columns and the numbers are on the left side of the rows.

• في Excel، يتم تسمية الخلية باستخدام مزيج مُكوَّن من حرف ورقم.

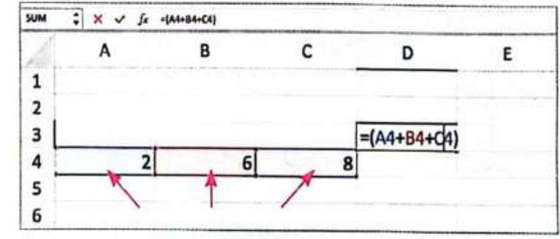
• الأحرف في أعلى الأعمدة، والأرقام على الجانب الأيسر من الصفوف.

### Example 1:

» You want to add the data from columns A, B, and C, row 4.

» You would type the following in the cell that will create the formula:

= A4 + B4 + C4



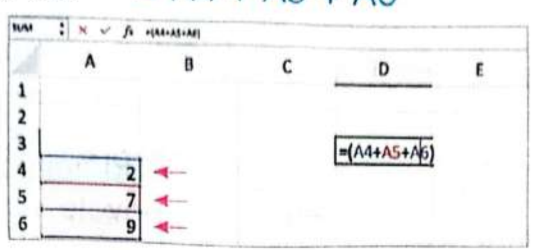

« نفترض أنك تريد جمع القيم الواردة في الأعمدة A,B,C من الصف 4، في هذه الحالة ستكتب ما يلي في الخلية التي ستنشئ لك المعادلة A4 + B4 + C4 =




## Example 2:

» Add numbers from the same column (A), but different rows (4 – 6).

» The formula will be: = A4 + A5 + A6




« لإضافة أرقام من العمود نفسه (A) لكن من صفوف مختلفة (4-6)، ستكون المعادلة A4 + A5 + A6 =

## Test Yourself

Complete the following sentences:

1. The .............................. is used to share information in a closed network, and it is more secure.
2. ........................ program is used for creating tables and setting up formulas.
3. In Excel, columns are labeled by .........................., while rows are labeled by .............................. .
4. To make a formula in Excel, we type .......................... in the cell.
5. The operator ............................. is used in Excel to perform division.
6. The name of a .............. in Excel is a combination of letters and numbers.

| أهم الكلمات والمصطلحات | | | |
|---|---|---|---|
| Secure | أمان | Alphabetical order | ترتيب أبجدي |
| Closed network | شبكة مغلقة | Columns | أعمدة |
| Opened network | شبكة مفتوحة | Rows | صفوف |
| Toolbar | شريط الأدوات | Cells | خلايا |
| Data | البيانات | Formula | صيغة (معادلة) |

# Exercises on Lesson 8

## 1 Choose the correct answer:

1. The internet is a/an .............................. network.
   a. open b. closed c. private d. all of them
   (القاهرة - النزهة 2023) (الإسكندرية - المنتزه أول 2023)

2. .............................. is a private network that connects people at work or home only.
   (الجيزة - العمرانية 2024)
   a. Global Network b. EKB c. WWW d. Intranet

3. The more secure sharing in a closed network is called .............................. .
   a. intranet b. internet c. WWW d. none of them
   (الجيزة - ٦ أكتوبر 2024) (الإسكندرية - شرق 2023)

4. .............................. is a network used to share information, and is less secure.
   a. Email b. Internet c. Intranet d. Network
   (القاهرة - مصر القديمة 2024) (الغربية - طنطا 2024) (دمياط الجديدة 2024 ) (المنوفية - السادات 2023)

5. Sharing information via the internet is considered .............................. than the intranet.
   a. unreliable b. less secure c. more secure d. none of them
   (القليوبية 2024) (الإسكندرية - المنتزه أول 2023)

6. .............................. is used to perform simple formulas.
   a. Excel b. Zoom c. Word d. PowerPoint
   (أسيوط - إدارة الفتح 2024) (الإسكندرية - المنتزه أول 2023) (الدقهلية 2023)

7. To create a simple formula in Excel, use the "..............................." sign.
   a. + b. / c. @ d. =
   (الإسكندرية - العجمي 2024) (الإسكندرية - شرق 2023) (الفيوم - شرق 2023) (الإسكندرية - وسط 2023)

8. When arranging information alphabetically in Excel, go to the .............................. bar.
   a. copying b. toolbar c. layout d. cells
   (الشرقية – شرق الزقازيق 2024) (الإسكندرية - المنتزه أول 2023)

9 To perform division in Excel, use the "............................" sign.
a. + b. - c. * d. /

10 The top of the columns in Excel are ............................ . (الإسكندرية - شرق 2023)
a. numbers b. letters c. both of them d. none of them

11 The left side of the rows in Excel are ............................ .
a. numbers b. letters c. both of them d. none of them

12 To arrange information alphabetically in Excel, go to the toolbar, and click on "Data", then click on "............................".
a. Layout b. Format c. Sort d. Save

13 A cell in column B and the third row of the cell is called ............................ .
a. A3 b. 3B c. B3 d. 5B

(القاهرة - الزيتون 2024)

14 If you want to sum the values in columns A, B, and C from row 4, the formula is ............................ . (المنوفية - تلا 2024)
a. = A4 + B4 + C4 b. A4 + B4 + C4 c. A4 B4 C4 d. = A4 - B4 - C4

15 In Excel, cell D 10 is the intersection of ............................ .
a. column 10 and row D b. column D and row 10
c. column D 10 and row 10 D d. none of them (المنوفية - شبين الكوم 2024)

16 If you want to subtract data for column A, rows 4, 5, and 6, the formula is ............................ .
a. = A4 - A5 - A6 b. = A4 / A5 / A6
c. A4 - A5 - A6 = d. = A4 + A5 + A6 (القاهرة - المعادي 2024)

## 2 Put (✓) or (✗):

1 You can share information using the intranet or the internet. ( )

2 The intranet is more secure and private than the internet. ( )
(الشرقية - شرق الزقازيق 2024)

3 The intranet is used to share information in an open network.
(الغردقة 2024) ( )

4 You can add or subtract any numeric data using Microsoft Excel. ( )

5 In Excel, we cannot arrange data in cells alphabetically. ( )
(الجيزة - العمرانية 2024)

6 To create a formula in Excel, we use the "=" sign. (

7 The left side of the rows in Excel are numbers. (الإسكندرية - شرق 2024) (

8 To create a simple formula, we select the cell and then type the "÷" sign. (

9 Columns in Excel are labeled with numbers. (البحيرة - دمنهور 2024) (

10 The cell in Excel can contain only numbers. (

(القاهرة - النزهة 2023)

11 We can arrange the information alphabetically in Excel using the Sort property. (

## 3 Complete the missing parts using the words between the brackets:

**(addition – subtraction – division – letters – numbers – Sort)**

1 The information can be arranged alphabetically by the................. property.

2 We use the formula ÷ for the .................................... process.

3 We use the formula + for the .................................... process.

4 The rows are labeled with ...................................., while the columns are labeled with .................................... .

## 4 Choose from column (A) what suits it in column (B):

| Column (A) | Column (B) |
|---|---|
| 1 The internet | a. can help in arranging the information alphabetically |
| 2 The intranet | b. is used to subtract two or more cells in Excel. |
| 3 Sort | c. is used to share information in an open network. |
| 4 + | d. is used to start any formula using Excel. |
| 5 - | e. is used to share information in a close network. |
| 6 = | f. is used to add two or more cells in Excel. |

1 .................... 2 .................... 3 ....................

4 .................... 5 .................... 6 ....................

# Test Yourself on Lessons 7&8

## 1 Choose the correct answer:

1 When a cell in Excel sheet is in B column and in the second row, this cell is labeled ........................ . (دمياط الجديدة 2024)

a. C2 b. 2C c. B2 d. A2

2 You can arrange information alphabetically in Excel from ........................ .

a. Cells b. toolbar c. taskbar d. Save

(القاهرة - الزيتون 2024)

3 ........................ is used to create math tables and graphs.

a. Word b. Excel c. PowerPoint d. None of them

(الجيزة - الهرم 2024)

4 Sharing information over the World Wide Web is ........................ .

a. more secure b. less secure

c. completely secure d. highly secure (أبناؤنا في الخارج 2024)

5 When searching for information, you must first ........................ .

a. Decide on a topic. b. analyze information

c. organize the work d. none of them

6 An intranet is used to share in a/an ............ network, and is more secure.

a. open b. closed

c. online d. public (الدقهلية 2024)

7 To perform simple formulas, use ........................ .

a. PowerPoint b. Excel c. Word d. a scanner

## 2 Put (✓) or (✗):

1 You cannot do simple math formulas in Excel. (الدقهلية 2024) ( )

2 Evaluating, selecting, and organizing information is unnecessary. ( )

3 The "+" symbol is the division sign. (السويس 2024) ( )

4 The rows in MS Excel are labeled with letters. (القليوبية 2024) ( )

5 The internet is used to share over the web and is more secure. ( )

(أسيوط 2024)

6 Organizing information for presentation is not necessary. ( )

7 Columns in Excel are labeled with numbers. (الغربية - طنطا 2024) ( )

8 We cannot sort information in an alphabetical order in Excel. (الجيزة العمرانية 2024) ( )

# Summary on Theme 1 Role of ICT in Our Lives

## Lesson 1

- Fred Hiebert is an archaeologist and explorer at National Geographic.
- He uses MS Word to write reports, Excel to prepare and show graphs, and PowerPoint to present the results of his researches.
- Fred Hiebert communicates formally using:
  1. Printed letters 2. Emails 3. Handing over documents in-person
- Mentoring is advising or training someone on a subject you have a lot of experience in.
- Mentoring is a way to share knowledge, skills, and experiences with others.
- Types of Meetings:
  1. **Face-to-face meetings:** are the preferred way of communication for Mr. Hiebert.
  2. **Virtual meetings:** To hold virtual meetings, we use platforms, like Zoom and WhatsApp.
- If people are in different countries, we hold virtual meetings.
- Virtual meetings may be difficult due to the time differences between countries.
- Mr. Hiebert recommends following up virtual meetings and phone calls with official notes, sent as an email or Word document, this ensures everyone has the same information and a copy to keep.

---

## Lesson 2

- Flash Memory: It transfers files and data between computers.
- External Hard Drive: Like HDD, but much faster.
- Ethernet Cable: It connects a computer or laptop to a router.
- Ethernet Port: It connects an ethernet cable. Ethernet is more stable and faster than Wi-Fi.
- Router: It is a device that connects a computer to the internet via ethernet or Wi-Fi.

» HDMI: It transmits audios and videos from/to devices.

| | | |
|---|---|---|
| ❶ Bit | The smallest unit of data | 0 or 1 |
| ❷ Byte | 1 Byte = 8 bits = 1 character | "Cat" = 3 characters = 3 bytes |
| ❸ Kilobyte (KB) | 1 KB = 1024 B | |
| ❹ Megabyte (MB) | 1 MB = 1024 KB | |
| ❺ Gigabyte (GB) | 1 GB = 1024 MB | |
| ❻ Terabyte (TB) | 1 TB = 1024 GB | |

» Megabits per second (Mbps): It measures the speed of a network or the internet connection.

» The faster the speed, the better the internet connection.

» GigaHertz (GHz): It measures the number of cycles your CPU carries out per second.

» The higher the number of cycles, the faster the speed.

| **Problem** | **Reason** | **Solution** |
|---|---|---|
| ❶ Trouble processing large files (Like a large PowerPoint presentation) | • Not enough graphics storage | • Shut down some programs. |
| ❷ Not able to store files | • Not enough space | • Move old files to an external drive. |
| ❸ A poor video-conference connection | • Slow wireless internet connection | • Try an ethernet connection. |
| ❹ The home internet connection is not working. | • Connection interrupted | • Use the ethernet or contact your ISP. (Internet Service Provider) |

# Lesson 3

- **Networks:** They are groups of people or things that are connected to each other for a common purpose.
- **Local Area Network (LAN):** It consists of a computer connected to another computer or device, such as a printer or router.
- **Internet:** It connects millions of computers from all around the world.
  - To connect a computer to the internet, we need a gateway, such as a router.
- **Router:** It connects your computer to an ISP to provide internet access.
- **The ISP:** It is a company that provides the internet service to the customers.
- **World Wide Web (WWW):** It is a part of the internet network, and is made up of web pages and sites that people can navigate.
- **Intranet:** It is private, and restricted to only those who are part of the business, school, or organization.
- **Open Network:** It is open and accessible to all, such as the web.
- **Closed Network:** It may have only computers linked by a cable to allow file sharing, such as a school's computer lab.
- **History of Communication Technology:**
  - **80s:** They used phone lines to connect to the internet; this was slow but stable.
  - **Late 80s:** DSL allows phones and the internet to be used simultaneously.
  - **90s:** Emergence of the World Wide Web (WWW).
  - **2000+:** Wi-Fi and Hotspots (They both allow internet access anywhere from your smartphone).

# Lesson 4

- We use closed networks to share private information.
- We use open networks to share public information.
- **Internet of Things (IoT):** It consists of devices linked to the internet via Wi-Fi.
- **Bluetooth:** It is a networking technology that connects wireless mobile devices over a short range to form a network to transmit data between different devices.

- You should ask your parents before going shopping online.
- Screen Readers: They help visually impaired people write research papers, do homework, and access files and documents on PCs.
- Braille Method: It helps blind people read and write.
- E-commerce: It's online shopping, where people can buy and sell products.



## Lesson 5

- Follow this troubleshooting process to help with computer problems:
  1. Identify the problem.
  2. Plan different ways you might solve the problem with
  3. Go through your potential solutions.
  4. If you do not find a solution, you should ask your teacher or a member of your family for help.



| Problem | Solution |
|---|---|
| 1 The computer slows down when opening an app. | • Shut it down and restart it.<br>• Check for software updates.<br>• Delete unwanted apps. |
| 2 The browser is running slow. | • Check the Wi-Fi signal.<br>• Make sure apps are up-to-date on your device. |
| 3 No internet connection | • Use the software to troubleshoot your Wi-Fi connection.<br>• Check that the router is connected.<br>• Restart your router.<br>• Try a new ethernet cable.<br>• Contact the customer service of your ISP for help. |
| 4 Slow to download | • Restart your computer and router.<br>• Check the internet speed. |




- There are many ways to find information, such as QR codes, libraries, the internet, and TV.
- QR codes help us access the information easily and quickly by scanning the code with a camera phone.
- Scanner: It saves images and documents on a computer for later use.
- Flash Memory: It stores and shares information and data.
- How to get organized using ICT tools?

1. Create the main folder:
   - Press the right click >>> New >>> Folder
   - Then, type a name for the folder.
2. Add sub-folders:
   - Open the main folder > press right click > select New > then select Folder.
   - Type a name for the folder.

- You can give a title to a folder by pressing a right click then "Rename".

---

## Lesson 7




- When searching for information:

1. Plan your searches.
2. Analyze the information you find.
3. Check the information you find critically.

- How do you search for information online?

1. Decide on a topic.
2. Break the topic down into smaller subtopics.
3. Share the knowledge with your classmates.
4. Decide who is going to search for which information.
   - It is good practice for two people to search for the same information and then share and contrast their results.

5. Decide on keywords for searches about the subtopics.
   - It is not a good idea to use full sentences when searching.
6. Share your results.

» Note: Try using different keywords with similar meanings (synonyms of the words).




» Intranet: It is used to share information in a closed network, and it's more secure.

» Internet: It is used to share information over the web in an open network, so it's less secure.

1. **Sorting information in Excel:**
   - Go to the toolbar and click on "Data", then click on "Sort".
2. **Setting formulas in cells:**
   - Type (=) in this cell. This tells Excel you are creating a formula.
   - You can set formula to add (+), subtract (-), multiply (x), or divide (/).

» In Excel, a cell is named using a combination of a letter and a number.

» The letters are at the top of the columns and the numbers are on the left side of the row.






## 1 Choose the correct answer:

1. Fred Hiebert is a/an .............................. .
   a. biologist b. scientist c. doctor d. archaeologist
2. .............................. is a networking technology that connects wireless mobile devices over a short range.
   a. Internet Service Provider b. Internet of Things
   c. Bluetooth d. WAN (القاهرة - المعادي 2024)
3. The solution to fix a slow download is to .............................. .
   a. check the internet speed b. delete apps
   c. free space d. none of them
4. When searching for subtopics online, use .............................. instead of whole sentences.
   a. keywords b. emojis c. phrases d. images
5. The internet is .............................. network(s).
   a. an open b. a closed c. both of them d. none of them

## 2 Put (✓) or (✗):

1. The internet is a network that connects computers and people globally. ( )
2. Ethernet is more stable and faster than Wi-Fi. (الجيزة - الهرم 2024) ( )
3. Gigabytes are used to measure the number of cycles. (الجيزة-كراسة 2024) ( )
4. To rename a folder, we select "New" from the shortcut menu. ( ) (المنوفية - شبين الكوم 2024)
5. A LAN is a network that connects computers from all over the world. ( )

## 3 Choose from column (A) what suits it in column (B):

| Column (A) | Column (B) |
|---|---|
| 1 Hotspot | a. is a reliable source available for free to all Egyptians. |
| 2 EKB | b. has a slow connection that won't allow you to use the phone. |
| 3 ISP | c. is a company that provides internet service to customers. |
| 4 Dial-up | d. is a network used to share information and is more secure. |
| 5 Intranet | e. allows you to access the internet anywhere from your mobile. |

1 ............ 2 ............ 3 ............ 4 ............ 5 ............




## 1 Choose the correct answer:

1 A gigabyte equals ............................ megabytes. (الإسماعيلية - إدارة شمال 2024)
a. 1025 b. 1028 c. 1024 d.1030

2 You can create a new folder by selecting "............................" from the shortcut menu.
a. Open b. Copy c. New d. Rename

3 We can store and share information through a ............................ .
a. screen b. flash memory
c. printer d. QR code (الجيزة - العمرانية 2024)

4 When we are searching, we break the topic into ...................... subtopics.
a. smaller b. bigger c. wider d. random

5 If you want to sum the values in columns A, B, and C from row 4, th
formula will be ............................ .
a. = C4 + B4 + A4
b. = C4 - B4 - A4
c. = A4 + B4 + C5
d. = 4A + 4B + 4C

6 Select "......................." from the shortcut menu to create a new folder.
a. Paste
b. Copy
c. New
d. Open

(ـكندرية - المنتزه أول 2023)

7 The first step in solving a problem is ............................ .
a. identifying the problem
b. studying the solutions
c. testing the solution
d. assigning tasks

## 2 Put (✓) or (✗):

1 Face-to-face meetings are always available. (
2 One of the possible solutions to the problem of a browser running slow
to make sure the apps on your device are up-to-date.
(المنوفية - شبين الكوم 2024) (
3 A school's computer lab could have its own closed network. (
4 The technology that connects mobile devices wirelessly over a sho
range is called IoT. (دمياط الجديدة 2024) (
5 The internet is more secure and private than the intranet. (
6 Both the hard disk and flash memory are used for the same purpose. (
7 To connect a computer to the internet, you should use a gateway. (
8 It is important to ask permission from your parents before buying onli
(




## 1 Choose the correct answer:

1 Mr. Hiebert conducts .............................. using platforms, like Zoom and WhatsApp.

a. virtual meetings
b. face-to-face meetings
c. TV programs
d. none of them

2 .............................. is a part of the internet metwork, made up of web pages.

(القاهرة - المستقبل 2024)

a. A website b. WWW c. Internet d. LAN

3 The .............................. consists of household devices that are connected to Wi-Fi.

a. Bluetooth b. internet c. computer d. Internet of Things

4 .............................. is used to prepare calculation tables.

a. Zoom b. Word c. Excel d. PowerPoint

(الإسماعيلية - إدارة شمال 2024)

5 People of determination use .............................. to help them with shopping.

a. e-commerce b. glasses c. Zoom d. running blades

## 2 Put (✓) or (✗):

1 QR codes can be scanned with a mobile to get information quickly and easily. ( )

2 Restarting the router is one of the ways to solve the slow download problem. ( )

3 Rows in Excel are labeled with letters. (دمياط 2024) ( )

4 Full sentences can be too broad and can give irrelevant results. ( )

5 We use Zoom and WhatsApp to make face-to-face meetings. ( )

## 3 Complete the missing parts using the words between the brackets:

(Networks - intranet - DSL - Braille - Bluetooth)

1 ............ is a networking technology that covers a short range. (2024 دكرنس - منهور

2 The ............................ is a private and more secure network.

3 ............................ are groups of people or things connected to each other.

4 ............................ allows the phone and the internet to be used simultaneously.

5 ............................ method allows blind people to read. (2024 الجيزة - الشيخ زايد




## 1 Choose the correct answer:

1 ............................ is a device that connects a computer to the internet vi Wi-Fi ethernet. (2024 المنوفية - تلا

a. A cable b. A router c. An ethernet cable d. HDMI

2 ............................ is a networking technology that connects wireless mobil devices.

a. Bluetooth b. Ethernet cable
c. WAN d. Scanner

3 A ............................ is used to insert images and files into a computer.

a. scanner b. printer c. router d. QR code

4 ............................ is used to sort data alphabetically and organize data.

a. Word b. PowerPoint c. Paint d. Excel

(2024 القاهرة - مصر القديمة

5 Businesses and organizations use ............................ networks to shar sensitive information.

a. private b. closed c. public d. both a and b

## 2 Put (✓) or (✗):

1. 🔒 Mentoring is a powerful way to share your knowledge and skills with others. (   )
2. The internet is a public network, while the intranet is a private network. (   )
3. The first step to solve a problem is to identify it. (   )

(القاهرة - عين شمس 2024)

4. 🔒 Using full sentences is a good idea when searching for any topic. (   )
5. You can't add a sub-folder inside a main folder to manage files. (   )

(الإسكندرية - وسط 2024)

## 3 Choose from column (A) what suits it in column (B):

| Column (A) | Column (B) |
|---|---|
| 1 Excel | a. contains a huge amount of information. |
| 2 Gateway | b. is used to arrange information alphabetically in Excel. |
| 3 Sort | c. is used to divide the values of two cells in Excel. |
| 4 / | d. is essential for connecting your computer to the internet. |
| 5 The internet | e. is a software program that is used to perform simple formulas. |

1 ............ 2 ............ 3 ............ 4 ............ 5 ............




## 1 Choose the correct answer:

1. .............................. is used to make attractive presentations.
   a. Internet  b. A scanner  c. Paint  d. PowerPoint

(أبناؤنا في الخارج 2024)

2. A/An ..................... is a gateway that connects a computer to the internet via Wi-Fi. (الإسكندرية - شرق 2024)
   a. router   b. HDMI   c. ethernet cable   d. ethernet port
3. The first step of problem solving is .......................... .
   a. the internet   b. a router
   c. defining the problem   d. getting a solution
4. The first step when searching for information is to .......................... .
   a. share your results   b. analyze the results
   c. report the results   d. identify the topic
5. .......................... measures the number of cycles your CPU carries out per second. (البحيرة - دمنهور 2024)
   a. GHz   b. Mbps   c. Byte   d. Bit

## 2 Put (✓) or (✗):

1. ICT tools help us manage digital files. (   )
2. A kilobyte is a unit of measure for network speed. (   ) (أسيوط - إدارة الفتح 2024)
3. Braille method helps blind students read and write their homework. (   )
4. The row title has a number. (الفيوم - شرق 2023) (   )
5. You must type (=) to create a formula in Excel. (الإسكندرية - وسط 2024) (   )

## 3 Complete the missing parts using the words between the brackets:

(HDMI – Mbps – router – e-commerce – flash memory)

1. A .......................... helps us store and transfer data and information. (الإسماعيلية - إدارة شمال 2024)
2. Online shopping is known as .......................... .
3. .......................... is a cable that transmits audio and video from/to devices. (الجيزة - الدقي 2024)
4. Network or the internet speed is measured by .......................... .
5. A .......................... enables you to connect your laptop to the internet. (الجيزة - 6 أكتوبر 2024)




# Digital Safety and Security Precautions



## Theme Lessons:

Lesson 1 Explorer in Action

Lesson 2 Protecting Ourselves and Our Information

Lesson 3 Password Security

Lesson 4 How to Deal With Fake Websites

Lesson 5 Intellectual Property Rights

Lesson 6 Using Digital Sources

Lesson 7 Advanced Searches

Lesson 8 Documenting Information Appropriately

# Scope and Sequence




# Theme 2

## Digital Safety and Security Precautions

## Essential Question: How do we keep ourselves and our data safe and secure when using ICT tools?

| Lesson | Topics | Skills Integration | | |
|---|---|---|---|---|
| | | Life Skills | Values | Issues and Challenges |
| **LESSON 1** Explorer in Action | • Copyright in relation to photographs<br>• Importance of backing up photograph files | **Learning to do:** Decision-making | **Academic values:** Appreciation of technology | **Globalization issues:** Technological awareness |
| **LESSON 2** Protecting Ourselves and Our Information | • Protecting personal information and data<br>• Backing up data | **Learning to do:** Communication | **Personal values:** Independence | **Citizenship issues:** Legal awareness |
| **LESSON 3** Password Security | • The importance of password protection<br>• Using multi-factor authentication | **Learning to know:** Critical thinking | **Work values:** Proficiency | **Globalization issues:** Technological awareness |
| **LESSON 4** How to Deal With Fake Websites | • Identifying who can help with problems with websites | **Learning to know:** Critical thinking | **Work values:** Proficiency | **Citizenship issues:** Legal awareness |
| **LESSON 5** Intellectual Property Rights | • What copyright means<br>• When to attribute a creator's work | **Learning to do:** Communication, self-management<br>**Learning to live together:** Empathy | **Work values:** Respect | **Citizenship issues:** Legal awareness<br>**Globalization issues:** Digital citizenship |
| **LESSON 6** Using Digital Sources | • Identifying reliable websites to use as research sources<br>• Using multiple sources | **Learning to do:** Decision-making | **Work values:** Transparency and integrity | **Globalization issues:** Technological awareness |
| **LESSON 7** Advanced Searches | • Specific and accurate online search terms<br>• Search engines and advanced searching tools | **Learning to do:** Productivity | **Scientific values:** Curiosity<br>**Work values:** Proficiency, perseverance | **Globalization issues:** Civilizational communication |
| **LESSON 8** Documenting Information Appropriately | • Paraphrasing online content<br>• How to quote online content<br>• How to cite online sources | **Learning to do:** Decision-making, productivity | **Work values:** Proficiency | **Citizenship issues:** Legal awareness |




As you get older, you may use the Internet more and more, to conduct research, send and receive messages, access social media sites, and watch videos. The Internet is a great place to learn and hang out with friends, as long as you do these things safely.

In this theme, you will learn how to stay safe online. You will learn how to protect yourself, your personal information, and your data. You will also learn how to conduct online research using reliable sources, follow online rules and laws, and respect other people's creative work.



Lesson 1

# Explorer in Action

درس إثرائي

## Jeff Kerby



- Jeff Kerby is an ecologist and a photographer.
- He has worked on exciting photography expeditions in Africa, North America, and the Arctic.
- He mainly photographs landscapes and animals.

- جيف كيربي عالِم بيئي ومُصوِّر فوتوغرافي.
- شارك في بعثات تصوير فوتوغرافي مشوقة في إفريقيا وأمريكا الشمالية والقطب الشمالي.
- وأكثر ما يُصوِّره جيف كيربي هي المناظر الطبيعية والحيوانات.

## Photography Expeditions

They are trips to places where one takes photographs of the area.

**بعثات التصوير الفوتوغرافي:** هي رحلات إلى أماكن يلتقط فيها الشخص صورًا للمنطقة التي يزورها.

## Jeff Kerby's Trip Preparations استعدادات جيف كيربي للرحلة



**To prepare for a trip, Mr. Kerby considers:**

1. Where he's going.
2. What he is going to do there.
3. How he will carry out his work securely.

للاستعداد لرحلة، يفكر السيد كيربي في التالي:

1. أين هو ذاهب؟
2. ماذا سيفعل هناك؟
3. كيف سيؤدي عمله بشكل آمن؟

**Tools needed:**

1. Camera and camera lenses
2. Batteries for the camera
3. A laptop
4. Hard drives
5. A drone (optional)
6. Phone (for quick photos and GPS navigation)

الأدوات المطلوبة في رحلة التصوير:

- الكاميرا وعدساتها.
- بطاريات للكاميرا.
- كمبيوتر محمول.
- محركات أقراص صُلْبة.
- طائرة بدون طيار (أحيانًا).
- هاتف محمول لالتقاط صور سريعة والتنقل باستخدام الـ GPS.

» At the end of each day, Mr. Kerby does the following:

1. back up all of the images he has taken onto two external hard drives (why?)
   - To protect his photos from damage or theft.
2. Share photos with his colleagues – If he needs- using cell phone applications, such as WhatsApp and Telegram.

« في نهاية كل يوم، يقوم السيد كيربي بما يلي:

1. يقوم بعمل نسخة احتياطية لجميع الصور التي التقطها على قرصين صُلبين خارجيين (لماذا؟) لحماية صوره من التلف أو السرقة.
2. مشاركة الصور مع زملائه -إذا احتاج- باستخدام تطبيقات الهاتف المحمول، مثل: الواتس آب والتليجرام.

## Respect Copyright! احترام حقوق النشر

» Everyone owns the copyright to the images they take, unless they sell those rights before or after taking them.

» Owning photos means having copyright to publish or sell the photos.

« يمتلك الجميع حقوق النشر للصور التي يلتقطونها، إلا إذا باعوها قبل التقاط الصور أو بعد ذلك.

« امتلاك الصور يعني امتلاك حقوق الملكية لنشر الصور أو بيعها.

### Copyright Infringement

» Some people use photographs that were taken by others without their permission or without purchasing the right to use the image.

« **انتهاك حقوق النشر:** هو استخدام بعض الأشخاص صورًا التقطها آخرون من دون طلب إذنهم، أو من دون شراء حق استخدام الصور.



### How to protect photos from copyright infringement



1. Photographers place a watermark on their photos.
2. They add copyright information, such as their name, to the metadata of each photo.

**كيف تحمي الصور من انتهاك حقوق النشر؟**

1. المصورون يضعون علامة مائية على صورهم.
2. يضيفون معلومات متعلقة بحقوق النشر -مثل أسمائهم- إلى البيانات الوصفية الخاصة بكل صورة.

Theme 2

## Mr. Kerby ensures his work is protected by:

1. He shares high-resolution photos only with people he trusts.
2. He shares low-resolution photos that won't look good if printed or uploaded to a website.
3. He also uses reverse image searches to find out if any of his photos are being used without his permission.

» يضمن جيف كيربي حماية أعماله من خلال:

1. عدم مشاركة صوره عالية الدقة إلا مع الأشخاص الذين يثق بهم.
2. مشاركة صور ذات دقة منخفضة، التي لن تبدو جيدة إذا طُبعت أو رُفعت على موقع إلكتروني.
3. أنه يستخدم أيضًا عمليات البحث عن الصور المعكوسة؛ ليعرف ما إذا كانت أي من صوره تُستخدم من دون إذنه.

## Copyright Infringement and the Law

- Copyright infringement is against the law.
- Article 69 in the "2014 Egyptian Constitution" confirms that:

**"The state protects all types of intellectual property in all fields through a specialized body that defends these rights."**

- Many Egyptian laws protecting the copyright have been written based on this article.

» انتهاك حقوق النشر والقانون المصري:

- إذ تنص المادة ٦٩ من الدستور المصري لعام ٢٠١٤ على:

«تلتزم الدولة بحماية حقوق الملكية الفكرية بشتى أنواعها في كافة المجالات، وتنشئ جهازًا مختصًا لرعاية تلك الحقوق وحمايتها القانونية، وينظم القانون ذلك».

- ولقد صِيغ العديد من القوانين المصرية التي تحمي حقوق النشر بناء على هذه المادة.




## أهم الكلمات والمصطلحات

| | | | |
|---|---|---|---|
| Ecologist | عالِم بيئي | Copyright | حقوق التأليف والنشر |
| Photographer | مصور فوتوغرافي | Purchasing | شراء |
| Landscape | المناظر الطبيعية | Publish | ينشر |
| Photography Expeditions | بعثات التصوير الفوتوغرافي | Copyright Infringement | انتهاك حقوق النشر |
| Preparations | تحضير - استعدادات | Watermark | علامة مائية |
| Equipment | أدوات | Resolution | دقة |
| Drones | طائرة بدون طيار | Law | القانون |
| Hard drives | محركات أقراص صُلبة | Egyptian constitution | الدستور المصري |
| Owning photos | امتلاك الصور | | |

# Exercises on Lesson 1

## 1 Choose the correct answer:

1. Jeff Kerby is a/an .............................. . (القاهرة - النزهة 2023)
   a. engineer b. doctor c. archeologist d. ecologist

2. When Jeff Kerby prepares for a trip, he thinks carefully about .................. .
   a. the things he will do b. the places he will go to
   c. both a and b d. none of them

3. To protect your photos, you could share them in ............................ .
   a. low resolution b. a flash memory
   c. high resolution d. all of them (الجيزة - الهرم 2023)

4. A photographer protects his work by not sharing images with .............. .
   a. high resolution b. low resolution
   c. a flash memory d. GPS (الدقهلية 2023)

5. You can share photos quickly with your friends through your ..................... .
   a. mobile phone b. mouse c. earphones d. all of them
   (المنوفية - السادات 2023)

6. Jeff Kerby used all these tools in his expedition, except ............................. .
   a. GPS b. camera c. GPR d. drones
   (البحيرة - دمنهور 2023)

7. You can navigate and reach different places using ............................ .
   a. GPS b. pictures c. emails d. GPR
   (الإسكندرية - وسط 2023)

8. You can use a/an ............................ to save your backup copy of your files.
   a. external hard drive b. scanner
   c. printer d. QR code (الإسكندرية - المنتزه ثان 2023)

9. A/An .............. must be placed to protect images from copyright infringement.
   a. audio mark b. deleted mark
   c. watermark d. question mark (الإسكندرية - المنتزه أول 2023)

10 Photographers share their high-resolution photos with .............................. .
a. people they know
b. people they trust
c. public forums
d. everyone

11 Sometimes, the photographer uses his ...................... to take quick photos.
a. computer
b. mobile phone
c. GPS
d. printer

12 If you need to share photos with your friends immediately, you can use your .............................. .
a. cell phone applications
b. camera
c. drones
d. none of them

13 .................................. law protects print and digital content. (الجيزة - العمرانية 2023)
a. work
b. photos
c. trademark
d. copyright

14 You can use a .................... search to find unauthorized uses of your photos.
a. forward image
b. reverse image
c. random image
d. both a and b

15 Using photographs that were taken by others without asking permission is called .............................. .
a. backup
b. copyright infringement
c. security
d. privacy
(الإسكندرية - شرق 2023)

16 Photographers add their name to be ...................... of each photo.
a. meta data
b. location information
c. camera settings
d. none of them

## 2 Put (✓) or (✗):

1 Jeff Kerby is an archaeologist (
2 Owning photos means having copyright to publish or sell the photos. (
3 Drones help us navigate places. (
4 We can backup any files to an external hard drive. (
5 People can use photographs without asking permission from their owner (
6 Pictures can be quickly shared with colleagues using mobile phones.

( ) (القاهرة - النزهة 2023)

7 Jeff Kerby protects his work by sharing high-resolution photos. ( )

(الإسكندرية - العجمي 2023)

8 Photographers don't have the legal right to publish or sell their photos. ( )

9 We can take quick photos using our mobile phones. ( )

(الفيوم –شرق 2023)

10 You can protect your work by putting a watermark on it. ( )

11 Photography expeditions are trips to places where people take photos of an area. ( )

12 It is difficult to back up your photos with your external hard disk drive. ( ) (الإسكندرية - المنتزه أول 2023)

13 Many Egyptian laws protect the copyrights of people. ( )

## 3 Complete the missing parts using the words between the brackets:

(high-resolution photos – Low-resolution photos – Copyright infringement – watermark)

1 .............................. is using photographs that were taken by others without asking permission.

2 Photographers can place a .............................. on their photos.

3 .............................. won't look good if printed or uploaded to a website.

4 Jeff Kerby shares his .............................. only with people he trusts.

## 4 Correct the underlined words:

1 Jeff Kerby is an **archaeologist** and a photographer. (..............................)

2 A **laptop** is used to take quick photos. (..............................)

3 You can back up a large file on an external **phone**. (..............................)

4 Tourists can use **GPR** to go to the museum. (..............................)

5 Jeff Kerby shares any photos with his colleagues using **drones**. (..............................)

# Lesson 2 Protecting Ourselves and Our Information

## Data Theft سرقة البيانات

**Why is it important to protect the data on our device?**

» To protect our personal information.

« لماذا من المهم حماية البيانات الموجودة على جهازك؟ لحماية معلوماتك الشخصية.

### Personal Information المعلومات الشخصية

» It includes: ① your name. ② your address. ③ your date of birth. ④ your passwords.

» It is called "Personally Identifiable Information (PII)".

« **تشمل بياناتك الشخصية** كلًّا من: ① اسمك. ② عنوانك. ③ تاريخ ميلادك. ④ كلمات المرور الخاصة بك.

« وتُسمى معلومات التعريف الشخصية PII.

### Hackers can:

1. Use the internet to break into a computer system and steal personal information.
2. Use someone's email address and password to send a virus to all the email addresses in your email account.
3. Use an adult's bank account number to take money from that account.

« **يمكن للمخترقين عمل الآتي:**

① استخدام شبكة الإنترنت لاقتحام أنظمة الكمبيوتر وسرقة المعلومات الشخصية.

② استخدام عنوان البريد الإلكتروني وكلمة المرور لأحد الأشخاص لإرسال فيروس إلى جميع عناوين البريد الإلكتروني الموجودة.

③ استخدام رقم الحساب المصرفي لأحد البالغين لسرقة أموال من هذا الحساب الإلكتروني.






## There are many ways you can keep your PII safe.

1. Limit the personal information you share online.
2. Don't sign up for a website if it asks for too much personal information.
3. Use different strong passwords that:
   a. Contain letters, numbers, and special signs.
   b. Are different for each website you sign up for. **Why?**
      - **Because if your password is discovered, a hacker will have access to everything.**
4. Use antivirus software on all of your devices
5. Update your devices regularly. **Why?**
   - **Because updates include changes that keep your data safe.**

**هناك العديد من الطرق التي يمكنك من خلالها الحفاظ على أمان معلوماتك الشخصية الخاصة بك، أبرزها:**

1. الحد من المعلومات الشخصية التي تشاركها عبر الإنترنت.
2. عدم الاشتراك في موقع إلكتروني يطلب منك الكثير من المعلومات الشخصية.
3. استخدام كلمات مرور قوية تحتوي على حروف وأرقام وعلامات خاصة، وتكون مختلفة لكل موقع إلكتروني تتسجَّل فيه؛ حيث إنه إذا اكتشف المخترق كلمة المرور الخاصة بك، فسيتمكن من الوصول إلى كل شيء.
4. استخدم برامج مكافحة الفيروسات على جميع أجهزتك.
5. احرص على تحديث أجهزتك بانتظام؛ إذ تتضمن التحديثات تغييرات تحافظ على أمان بياناتك.

## Lost Files:

**You should also know how to protect the files that you create or store on a device from:**

1. Viruses
2. Software problems
3. Human errors (such as dropping and breaking your laptop.)

يجب أن تعرف أيضًا كيفية حماية الملفات التي تُنشئها أو تُخزنها على الأجهزة من الفيروسات أو من المشكلات المتعلقة بالبرمجيات أو من الأخطاء البشرية، مثل سقوط جهاز الكمبيوتر المحمول أو تحطمه.




Theme 2

## Ways to Backup Your Data طرق إنشاء نسخة احتياطية من بياناتك

» There are several ways you can use to back up your data:

1. Some apps and software programs back up data automatically.
2. You can use a data-storage device, such as:



1. » A flash memory 
2. » An external hard drive 



» This is called a hybrid backup; it is a safer way to back up and store files.

» يوجد طرق عديدة يمكنك استخدامها لإنشاء نسخة احتياطية من ملفاتك، مثل:

1. بعض التطبيقات والبرمجيات تُنشئ تلقائيًا نُسَخًا احتياطية من الملفات.
2. يمكنك استخدام جهاز لحفظ الملفات، مثل: الفلاش ميموري، أو محرك قرص صُلب خارجي.

» وهذا ما يُسمى بالنسخ الاحتياطي المختلط، وهي طريقة أكثر أمانًا لعمل نسخة احتياطية من الملفات وتخزينها.

### NOTES:

1. The hard drive and the flash memory are used for the same purposes.

» Use them to:

a. Save your files. b. Securely back up copies of your files.

2. The hard disk has more space than the flash memory.

» طرق إنشاء نسخة احتياطية من ملفاتك:

1. يستخدم القرص الصُلب وذاكرة فلاش لنفس الغرض: أ. لحفظ ملفاتك. ب. لنسخ احتياطي آمن للملفاتك.
2. القرص الصُلب به مساحة أكبر من ذاكرة الفلاش.

### Test Yourself

Complete the following:

1. Strong passwords contain .................., .................. and .................. .
2. You can use a data-storage device, such as .................. and .................. to back up your data.

### أهم الكلمات والمصطلحات

| | | | |
|---|---|---|---|
| Personal information | بيانات شخصية | Anti-virus software | برامج مكافحة الفيروسات |
| Hackers | المخترقون | Human errors | الأخطاء البشرية |
| Virus | فيروس | Back-up | نُسَخ احتياطية |
| Bank account number | رقم الحساب المصرفي | Hybrid backup | النَّسْخ الاحتياطي |
| Possibility | احتمالية | Private | خاصة |
| Accessories | ملحقات | | |



# Exercises on Lesson 2

## 1 Choose the correct answer:

1 Your name, address, date of birth, and password are called .................... .
a. personal identification information b. backups
c. computer hackers d. email (أبناؤنا في الخارج 2024)

2 The one who steals the personal information is called a ............................ .
a. thief b. photographer c. doctor d. hacker
(الإسكندرية - شرق 2023)

3 ............................ is considered a strong password. (الفيوم - شرق 2024)
a. Ahmed123 b. ictbook895 c. abcd895 d. Ac#78#sd

4 You can protect your files from viruses or loss by creating ......................... .
a. device shutdown b. backups c. personal data d. none of them
(الجيزة - الهرم 2024) (القاهرة - عين شمس 2024) (الإسكندرية - وسط 2023)

5 A ................ can try to get the bank account of an adult in order to steal his money.
a. hacker b. family member
c. teacher d. doctor (الإسكندرية - المنتزه أول 2023)

6 Passwords must be ............................ for each website you register on.
a. similar b. weak c. easy d. different
(القليوبية 2024) (الفيوم - شرق 2023)

7 Backup copies of files are created on ............................ .
a. a flash memory b. an external hard disk
c. both a and b d. none of them
(المنوفية - السادات 2023) (القاهرة - المستقبل 2024)

8 To keep your data safe, use ......................... programs on all your devices.
a. social media b. antivirus c. browser d. MS Excel
(القليوبية 2024) (بندر دمنهور 2024)

9 The hard disk has usually ............................ space (than) the flash memory.
a. more b. less c. the same d. none of them

10 The ...................... uses the internet to break into your computer to steal your information. (الشرقية - شرق الزقازيق 2024) (الإسكندرية - وسط 2024) (القاهرة - مصر القديمة 2024)
a. thief b. mentor c. hackers d. photographer

Theme 2

11 .............................. your devices regularly keeps your data safe.
a. Uploading b. Updating c. Deleting d. Restarting
(الدقهلية - بلقاس 2024)

12 Passwords must be .............................. .
(القاهرة - مصر القديمة 2024)
a. weak b. similar c. small d. strong

13 .............................. means make another copy of your work to keep it safe
a. Copyright b. Backup c. Save d.PII
(القاهرة - مصر القديمة 2024)

14 You should protect your files from dangers, such as .............................. .
a. software problems
b. human errors
c. viruses
d. all of them

15 If a website asks you to enter much personal information, you should .............................. .
a. ignore the warning
b. avoid using this website
c. proceed to the website
d. none of them

## 2 Put (✓) or (✗):

1 You should limit the personal information you share online. (   )
(الإسكندرية - شرق 2024) (الشرقية - شرق الزقازيق 2024) (الجيزة - الشيخ زايد 2023)

2 Antivirus software must be installed on your computer. (   )
(الإسكندرية - المنتزه ثانٍ 2024) (السويس 2024) (المنوفية - السادات 2023)

3 Hard disks always have less space than flash memories. (   )
(الجيزة - الهرم 2024) (الإسكندرية - المنتزه أول 2023)

4 Hybrid backup is a safer way to back up and store files. (   )

5 Hackers use the Internet to break into a computer system. (   )
(الجيزة - أبو النمرس 2023)

6 Strong passwords contain letters and numbers only. (   )
(أسيوط 2024) (الغربية - طنطا 2024)

7 Files are stored using a flash memory. (   )
(الإسكندرية - وسط 2024) (القاهرة - النزهة 2023)

8 Hackers can steal your personal information without using the Internet. (   )

9 PII is an abbreviation for personally identifiable information. (   )
(القاهرة - الزيتون 2024)

10 Hackers can send a virus to all the email addresses in your email account. (   )

11 Sign up for a website if it asks for too much personal information. (   )

(دمياط 2024)

12 There is only one way to backup data using flash memory. (   )

(الإسكندرية - شرق 2024)

13 Antivirus helps you keep your private data safe. (أسيوط 2024) (   )

14 An external hard drive is used to store large files. (الإسكندرية - وسط 2023) (   )

15 All software programs back up data automatically. (   )

16 The flash memory is better to store large files than the external hard drive. (   )

## 3 Complete the missing parts using the words between the brackets:

(flash memory – Antivirus – password – Personal information – hard disk)

1 .............................. helps you keep your private data safe.

2 .............................. includes your name, address, date of birth, and passwords.

3 A .............................. should include letters, numbers, and special signs.

4 The .............................. has less space than the .............................., but they are used for the same purpose.

## 4 Think and answer:

- You want to create an account for an online quiz that tells you the job you should have when you grow up.

Which pieces of PII do you think are OK to share?

Register New Account

Your first name

Your age

Your last name

Your date of birth

Your address

Your place of birth

Your school name

Your parent's band account number OR credit card number

Create Account    Cancel

# Test Yourself on Lessons 1&2

## 1 Choose the correct answer:

1. A photographer protects his work by not sharing images with ..............
   a. high resolution b. low resolution
   c. normal resolution d. flash memory (إسكندرية - المنتزه أول 2023)
2. Electronic .................... must be updated regularly.
   a. Devices b. Digital footprint
   c. Mouse d. Printed photos (بلادنا في الخارج 2024)
3. .................... is considered a strong password. (القاهرة - الزيتون 2024)
   a. 12345679 b. Cdf#$@32 c. mnbv12 d. 20/01/2012
4. Hackers can send .................... . (إسكندرية - شرق 2024)
   a. antivirus b. virus c. backup d. prizes
5. Copyright infringement is .................... the law.
   a. permitting b. supporting c. encouraging d. against
6. Personal information, such as your name and address is called ..........
   a. password b. Identity c. privacy d. PII (الدمنهور 2024)
7. To create a backup form the files we are use .................... .
   a. flash Memory b. external hard drive
   c. printer d. both a and b (إسكندرية - المنتزه ثان 2024)

## 2 Put (✓) or (✗):

1. You cannot create backups of files. (الإسكندرية - العجمي 2023) (
2. Your password should be strong. (الفيوم - شرق 2024) (
3. MR. kerby ensures his work is protected by sharing his high-resoluti photos only with people he trusts. (الشرقية 2023) (
4. Hackers can send viruses. (الجيزة - الهرم 2024) (
5. Photographers place watermarks to make their photos attractive. (
6. The updates include changes that keep your data safe. (الإسكندرية - العجمي 2024) (
7. It is not recommended to use antivirus software on your devices. (القاهرة - الزيتون 2024) (
8. Copyright infringement is taking other's photos without their permissi (

# Lesson 3 Password Security

## Reasons to Protect Your Password

There are many ways that hackers can get your password. One way is called phishing.

هناك العديد من الطرق التي يمكن للمتسللين من خلالها الحصول على كلمة المرور الخاصة بك، إحدى هذه الطرق تسمى «التصيد الاحتيالي».

**Phishing**

It is sending a message via email or social media applications that looks real but isn't.

**التصيد الاحتيالي:** هو إرسال رسالة (عبر البريد الإلكتروني أو تطبيقات التواصل الاجتماعي) تبدو حقيقية، ولكنها ليست كذلك.

**Types of phishing scam:**

1. A message that says that you have won a prize, but you have to give your bank account details to get the prize.
2. A message that encourages you to act quickly.

**أنواع التصيد الاحتيالي:**

1. رسالة تخبرك بأنك فزت بجائزة، لكن عليك أن تعطي تفاصيل رقم حسابك البنكي لتحصل عليها.
2. نوع آخر يحثك على التصرف بسرعة.

**NOTE:**

- Smishing is the same as phishing but is a text message instead of an email.




## What happens when you open an attachment of phishing?

1. Data-stealing software is installed on your computer.
2. You're asked to enter sensitive information, such as bank account details.



» ماذا يحدث عند: فتح مرفقات الرسالة الاحتيالية أو الملف المرفق بها؟
يتم تثبيت برنامج سرقة البيانات على جهاز الكمبيوتر الخاص بك، أو يطلب منك إدخال معلومات تعريف حساسة، مثل تفاصيل الحساب البنكي.



## How to identify phishing messages



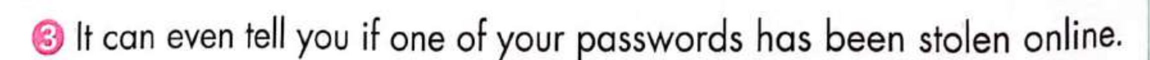
## كيفية التعرُّف على رسائل التصيد

1. It includes misspelled words or grammar errors.
2. It asks for too much personal data.

» يمكن التعرُّف على مثل هذه الرسائل، من خلال احتوائها على: أخطاء إملائية ونحوية، وطلبات للحصول على الكثير من البيانات الشخصية.

## Password Manager برنامج إدارة كلمات المرور

1. It creates a strong, unique password for each of your accounts.
2. It also tells you if the passwords you already have are too weak or if you've reused them.
3. It can even tell you if one of your passwords has been stolen online.



1. ينشئ لك كلمات مرور قوية وفريدة لكل حساب من حساباتك.
2. يخبرك أيضًا ما إذا كانت كلمات المرور التي لديك ضعيفة جدًّا، أو إذا كنتَ قد استخدمتها سابقًا.
3. يخبرك أيضًا إذا كانت إحدى كلمات المرور الخاصة بك قد سُرقت عبر الإنترنت.

## Multi-Factor Authentication (MFA) المصادقة متعددة العوامل

- Multi-factor authentication (MFA) is used to strengthen your passwords.
- You provide at least two ways of identifying yourself, such as:
  1. A password or PIN (personal identification number)
  2. An email or a one-time code

المصادقة متعددة العوامل تُستخدم لتقوية كلمات المرور الخاصة بك، وهي تعني تقديم طريقتين على الأقل لتعريف نفسك، مثل:

1. كلمة المرور أو رقم التعريف الشخصي.
2. بريد إلكتروني أو رمز لمرة واحدة.

**Example 1:**

- To access a game website, you enter your password and receive a text message to verify your identity. This two-factor authentication helps protect your account from hackers, even if they have your password. 2FA can also be used when you log in from a new device.

**Example 2:**

- When you log into a website from a different device, you need to verify your identity by receiving a text message with a code. This code is only valid for a short period of time and for one time only. It helps protect your account from hackers, even if someone knows your password.

**أهم الكلمات والمصطلحات**

| | | | |
|---|---|---|---|
| Password | كلمة المرور | Misspelled words | أخطاء إملائية |
| Phishing | التصيد الاحتيالي | Grammar errors | أخطاء نَحْوية |
| Social media | التواصل الاجتماعي | Password managers | برنامج إدارة كلمات المرور |
| Encourages | تشجعك - تحثك | Unique | فريد |
| PIN (Personal Identification Number) | رقم التعريف الشخصي | Multi-factor authentication | المصادقة متعددة العوامل |
| Verifying | التحقق | Attachment | ملحقات |

# Exercises on Lesson 3

## 1 Choose the correct answer:

1 One of the ways that computer hackers use to obtain passwords is called ............... .

a. digital footprint
b. phishing
c. create an account
d. protection

(سوهاج في الخارج 2024)

2 ............... is sending a fake message via email or social media that looks real.

(الشرقية - تلا 2024) (بندر دمنهور 2024) (السويس 2024) (الغردقة 2024) (القاهرة - الزيتون 2024)

a. Smishing
b. Phishing
c. Virus
d. Folder

3 Smishing is the same thing as phishing, but it is sent by ............... .

a. email
b. text message
c. Facebook
d. none of them

(الجيزة - الهرم 2024) (القليوبية 2024) (شرق الزقازيق 2024) (الغردقة 2023)

4 ............... tells you if one of your passwords has been stolen online.

a. Password Manager
b. MFA
c. PIN
d. Scam

(القاهرة - مصر القديمة 2024)

5 One of the forms of ............... is the arrival of a message from an unknown person asking you for your data to obtain a prize.

a. passwords
b. internet
c. databases
d. phishing

(الإسكندرية - المنتزه أول 2023)

6 Passwords can be strengthened using ............... .

a. multi-factor authentication
b. antivirus
c. browsers
d. PII

7 A text message encourages you to act quickly is a type of ............... .

a. phishing
b. smishing
c. emails
d. both a and b

8 Password management software is used to create ............... .

a. strong passwords
b. weak password
c. formula
d. copy

(دمياط الجديدة 2024)

9 When you open a phishing file, data-stealing software is .............................. on your PC.
a. updated b. deleted c. installed d. uploaded

10 .............................. provides at least two ways of identifying yourself.
a. Password manager b. IoT
c. Anti-virus d. MFA (الجيزة - الشيخ زايد 2024) (المنوفية - تلا 2024)

11 Phishing is sending a message via ...................... . (الإسكندرية - العجمي 2024)
a. social media b. email c. text message d. both a and b

12 You can identify phishing message by the presence of .............................. .
a. bad grammar b. misspelling
c. request personal data d. all of them (القاهرة - الشروق 2024)

13 An example of phishing is receiving ................. from an unknown person.
a. a letter from your father b. a letter from one of your friends
c. a letter informing you that you have won a prize
d. all of them (الدقهلية 2023)

14 Passwords should be .................................. .
a. strong b. unique c. weak d. both a and b

15 You will receive a code for .............................. when you log into a game website from a different PC.
a. a short period of time b. a long period of time
c. two times d. none of them

## 2 Put (✓) or (✗):

1 Phishing is one of the ways that hackers use to get your password. (    )
2 PIN means you provide at least two ways to identify yourself. (    )
(دمياط 2024)
3 Phishing messages cannot be recognized. (    )
4 We don't need strong passwords to protect our personal data. (    )
(الجيزة - أبو النمرس 2023)
5 Password Manager provides at least two ways of identifying yourself.
(القاهرة - عين شمس 2024) (    )

6 Phishing is sending a text message that looks real, but it isn't. (   )

7 Password Manager creates a unique password. (أسيوط 2024) (   )

8 Phishing messages are free from grammar errors. (   )

(الإسكندرية - شرق 2024) (الدقهلية - بلقاس 2024) (المنوفية - السادات 2023)

9 MFA is an abbreviation for multi-factor authentication. (   )

10 Smishing is sending a scam message via text messages instead of an email. (الإسكندرية - المنتزه أول 2024) (الإسكندرية - المنتزه ثان 2023) (   )

11 Data-stealing software may ask you to enter your bank account details. (   )

12 Antivirus can tell you if one of your passwords has been stolen online. (شرق الزقازيق 2024) (   )

13 MFA provides at least two ways of identifying yourself. (   )

(الدقهلية - بلقاس 2024) (دمياط الجديدة 2024) (القاهرة - الزيتون 2024)

14 Phishing may tell you you've won a prize, requiring personal details. (   )

15 A Password Manager software is used to create strong passwords. (القاهرة - الزيتون 2024) (دمياط 2024) (دمنهور 2024) (الجيزة - العمرانية 2024) (   )

16 A form of phishing is a message telling you that you have won a prize, but you have to give personal details. (   )

## 3 Complete the missing parts using the words between the brackets:

(Phishing – Smishing – Multi-factor authentication – Password Manager)

1 ........................ helps you to create strong passwords for your accounts.

2 ........................ provides at least two ways of identifying yourself.

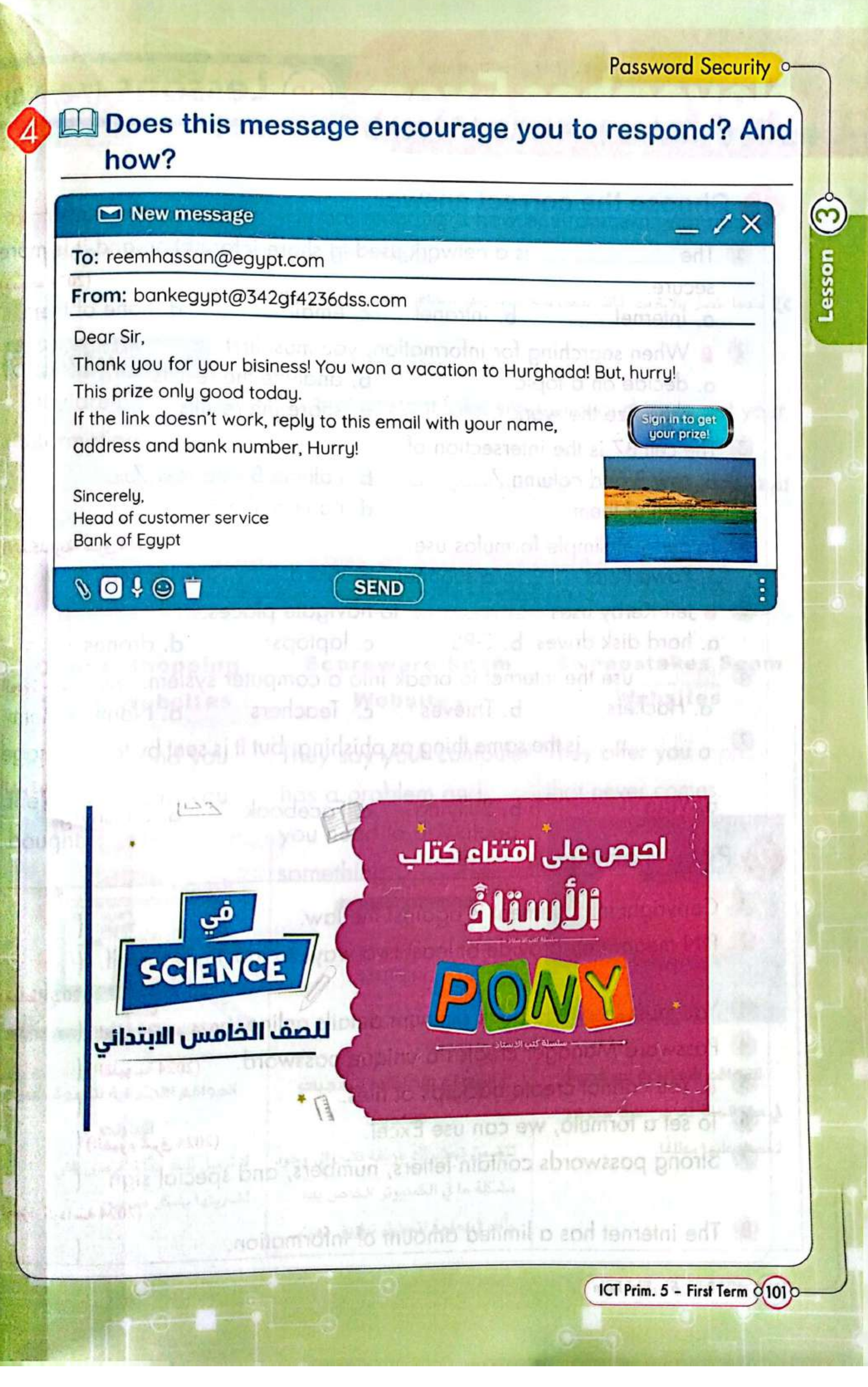
(الغربية - طنطا ٢٠٢٤) (الجيزة - الدقي ٢٠٢٤)

3 ........................ is sending a message via email to steal your data.

4 ........................ is sending a message via text messages to steal your data.

(الجيزة - الشيخ زايد ٢٠٢٤)

## 4 Does this message encourage you to respond? And how?






## 1 Choose the correct answer:

1 The ............................ is a network used to share information and it is more secure. (دمياط 2024)

a. internet b. intranet c. email d. none of them

2 When searching for information, you must first ............................ .

a. decide on a topic b. analyze the results

c. organize the work d. share the results

3 The cell B7 is the intersection of ............................ .

a. row B and column 7 b. column B and row 7

c. both of them d. none of them

4 To perform simple formulas use............................ . (الإسكندرية- شرق 2024)

a. PowerPoint b. a scanner c. Word d. Excel

5 Jeff Kerby uses ............................ to navigate places.

a. hard disk drives b. GPS c. laptops d. drones

6 ................ use the internet to break into a computer system. (الجيزة جنوب 2024)

a. Hackers b. Thieves c. Teachers d. None of them

7 ............................ is the same thing as phishing, but it is sent by text message. (الشرقية 2024)

a. Virus b. Bullying c. Facebook d. Smishing

## 2 Put (✓) or (✗):

1 Copyright infringement is against the law. ( )

2 PIN means you provide at least two ways to identify yourself. ( ) (دمياط 2024)

3 You must share the bank account details online. (الجيزة 6اكتوبر 2024) ( )

4 Password Manager creates a unique password. (القليوبية 2024) ( )

5 You cannot create backups of files. ( )

6 To set a formula, we can use Excel. (الفيوم شرق 2024) ( )

7 Strong passwords contain letters, numbers, and special sign. ( ) (الجيزة- كراسة 2024)

8 The internet has a limited amount of information. ( )

# Lesson 4 How to Deal With Fake Websites

When you go online, you are entering a new environment with new people and new rules. So, be careful!

عندما تتصل بالإنترنت، فإنك تدخل بيئة جديدة بها أشخاص جدد وقواعد جديدة؛ لذا كن حذرًا.

## Scam Websites

They are phishing websites that present fake situations and try to get your information.

**المواقع الإلكترونية الاحتيالية:** هي مواقع تصيد احتيالي تتضمن مواقف مزيفة في محاولة للحصول على بياناتك.

### Some Types of Scam Websites
### بعض أنواع المواقع الإلكترونية الاحتيالية

| Online Shopping Scam Websites | Scareware Scam Websites | Sweepstakes Scam Websites |
|---|---|---|
| They never send you the correct items you bought.  **المواقع الاحتيالية للتسوق عبر الإنترنت** لا ترسل إليك أبدًا الأغراض التي اشتريتها بشكل صحيح. | They say your computer has a problem and you need to download something.   **المواقع الاحتيالية لبرمجيات التخويف** تتضمن تحذيرات مزيفة تشير إلى وجود مشكلة ما في الكمبيوتر الخاص بك، وأنك في حاجة لتحميل تطبيق معين. | They offer you a prize that never comes.   **المواقع الاحتيالية عبر الجوائز** في هذه الحالة تُعرض عليك جائزة لا تحصل عليها مطلقًا. |






## How do scam websites operate



## كيفية عمل المواقع الاحتيالية

» All of these phishing sites operate on the same principles.

- First, they try to bait you. They want you to get excited or draw your attention to the site.
- Next, they try to compromise your privacy by getting your personal information or by getting access to your device.
- Finally, they exploit the information they have gained about you in a bad way or hack your device to make money for themselves.

« كيفية عمل المواقع الاحتيالية:

- إن كل هذه المواقع الإلكترونية الاحتيالية تعمل وفقًا للمبادئ نفسها:
  - أولاً، تحاول استدراجك؛ حيث تسعى إلى إثارة حماسك أو جذب انتباهك إليها.
  - بعد ذلك، تحاول اختراق خصوصيتك من خلال الحصول على معلوماتك الشخصية أو اختراق جهازك.
  - وأخيرًا، تعمد هذه المواقع إلى استغلال المعلومات التي توصَّلت إليها عنك بشكل سيئ، أو محاولة اختراق جهازك للحصول على المال.




- Each time, it will look different, but all scam websites follow these basic principles.
- ستبدو الخدعة مختلفة في كل مرة، لكن كافة المواقع الإلكترونية الاحتيالية تتَّبع هذه الخطوات الأساسية.



## How to avoid scam websites



## كيفية تجنب المواقع الاحتيالية

1. Check that the URL (Uniform Resource Locator) of the website is credible.
2. Check for misspelling or bad grammar.
   A reliable source will be well-written, with almost no mistakes.
3. Do a search online to see if it is a known scam.
   If something doesn't look right, it is most likely a scam website.

1. تحقَّق من عنوان الموقع الإلكتروني (URL).
2. تحقَّق من وجود أخطاء إملائية أو نحوية، فالمصدر الموثوق سيكون مكتوبًا بشكل جيد، مع عدم وجود أخطاء تقريبًا.
3. إجراء بحث عبر شبكة الإنترنت لمعرفة ما إذا كان الموقع الذي تستخدمه هو موقع احتيالي معروف. بصفة عامة، إذا بدا أمر ما غير صحيح، فإن الموقع على الأرجح موقع احتيالي.

**If you are a victim of a scam website:**

1. Report it. Tell a trusted adult, like your parents or teacher.
2. You can also contact the Child Helpline or The General Department for Combating Internet Crimes.
3. Report the scam website to the service provider, the e-commerce store, and your bank with the help of your teacher or a family member.

إذا وقعتَ ضحية لأحد المواقع الإلكترونية الاحتيالية، فعليك:

1. الإبلاغ عن الأمر. أخبر شخصًا راشدًا تثق به مثل: والديك أو معلمك.
2. الاتصال بخط مساعدة الطفل، أو بالإدارة العامة لمكافحة جرائم الإنترنت.
3. أن تبلغ كذلك كلًّا من: مزود الخدمة، والمتجر الإلكتروني، والبنك الذي تتعامل معه بشأن هذا الموقع الاحتيالي، بمساعدة معلمك أو أحد أفراد أسرتك.






## Dissecting the URL



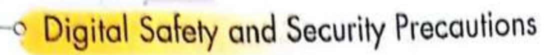

All URLs are made up of three main parts:

تتكوَّن جميع عناوين URLs من ثلاثة أجزاء رئيسية:

1. The protocol
2. The resource name
3. The file path









» You should understand the different parts of a URL so you can spot something that doesn't look right.

« يجب أن تفهم الأجزاء المختلفة من عنوان URL حتى تتمكَّن من اكتشاف أي شيء لا يبدو صحيحًا.

**https://www.ekb.com/index.html**

| PROTOCOL | RESOURCE NAME | FILE PATH |
|---|---|---|
| A URL starts with the protocol<br>يبدأ URL بالبروتوكول | | The last part of the URL<br>الجزء الأخير من URL |
| This determines how the information will be transferred.<br>وهو يُحدِّد كيفية نقل المعلومات. | It's the web server, or the site being requested and shows who owns that space.<br>هو خادم الويب، أو الموقع الإلكتروني المطلوب، ويُوضِّح مَن يملك هذا الموقع. | This identifies the specific resource the link is giving you access to.<br>يُحدِّد المورد المحدد الذي يتيح لك الرابط إمكانية الوصول إليه. |
| Includes http, https. | It often ends with .com, .net, .org, .gov, or .edu. | |

**NOTES:**

1. URL is an abbreviation for Uniform Resource Locator.
2. We use URL to access websites online.

1 URL هو اختصار محدد موقع الموارد. 2 نستخدم URL للوصول إلى مواقع الويب عبر الإنترنت.

## أهم الكلمات والمصطلحات

| | | | |
|---|---|---|---|
| Situations | مواقف | Bait you | استدراجك |
| Be careful | كن حريصًا | Compromise | اختراق |
| Scam websites | مواقع التصيد الاحتيالي | Privacy | خصوصية |
| Online shopping sites | مواقع للتسوق عبر الإنترنت | Exploit | استغلال |
| General Department for Combating | الإدارة العامة لمكافحة جرائم الإنترنت | Uniform Resource Locator (URL) | محدد موقع المعلومات |
| Sweepstakes | مواقع الاحتيال عبر الجوائز | Scareware websites | برمجيات التخويف |
| Child helpline | خط مساعدة الطفل | | |

# Exercises on Lesson 4

## 1 Choose the correct answer:

1 .......................... sites contain fake situations in an attempt to steal your data.

a. Trusted b. Scam
c. Reliable d. Official

2 Fraudulent websites are trying to hack the .......................... .

a. digital footprint b. GPS
c. privacy d. magnetometer (أبناؤنا في الخارج 2024)

3 You can go to the site you want by typing the .......................... .

a. opnions b. file path
c. MFA d. URL

(الإسكندرية - شرق 2024) (البحيرة - دمنهور 2024) (الجيزة - أبو النمرس 2023)

4 .................. is/are scam websites that offer you a prize that never comes.

a. Online shopping b. Scarewares
c. Protocols d. Sweepstakes

(الدقهلية - بلقاس 2024) (شرق الزقازيق 2024 ) (الجيزة - الشيخ زايد 2023)

5 Websites that include fake warnings indicating a computer problem are called .......................... . (أبناؤنا في الخارج 2024)

a. site address (URL) b. office software
c. scareware d. protection software

6 .................... can be scam website that never send your the correct items you bought. (القاهرة - الزيتون 2024) (القاهرة - المعادي 2024)

a. Sweepstakes b. Scareware
c. Online shopping d. A hacker

7 If someone is exposed to .......................... should contact the Child Helpline.

a. scam websites b. educational websites
c. government d. all of them (الإسكندرية - المنتزه أول 2023)

**8** The URL (Uniform Resource Locator) begins with the ..............

a. file path
b. protocol
c. resource name
d. blog

(2023 الإسكندرية - شرق) (2024 المنوفية - تلا) (2024 الجيزة - الشيخ زايد) (2024 ية - المنتزه ثان)

**9** Scam websites work to obtain .................. .

a. personal information
b. opinions
c. file path
d. URL

(2023 الإسكندرية - وسط) (2024 القليوبية) (2024 رة - مصر القديمة)

**10** If you fall victim to a scam website, you should .................. .

a. report it
b. give your personal data
c. give your parents data
d. all of them (2024 إسكندرية - المنتزه ثان)

**11** You can check out(verify) websites using ......................... which is the addre[ss] of the website

a. personal opinions
b. blogs
c. MFA
d. URL (2023 الإسكندرية - وسط) (2024 ليوبية)

**12** The ............................ indicates who owns this site.

a. protocol
b. resource name
c. file path
d. PII (2023 إسكندرية - المنتزه ثان)

**13** Mohamed fell victim to one of the scam websites. He could report it b[y] calling the .................... with his father's help.

a. Child Helpline
b. doctor
c. General Department for Combating Internet Crimes
d. both a and c (2024 نوفية - شبين الكوم)

**14** The scam websites that say your computer has a problem are ..............

a. sweepstakes
b. scareware
c. online shopping
d. child helpline (2024 إسكندرية - شرق)

**15** You want to access the Egyptian Knowledge Bank. You look at the URL and it says https://www.ekkbb.com. What is wrong with the URL?

a. Protocol
b. Resource name
c. File Path
d. Blog (2024 نوفية - شبين الكوم)

## Put (✓) or (✗):

1 You can use a URL to access the site you want. (القاهرة - الزيتون 2024) (        )

2 You should browse online with caution because there are a lot of fraudulent sites. (الإسماعيلية - إدارة شمال 2024) (        )

3 There are three types of scamware: online shopping, scareware, and sweepstakes. (الجيزة - العمرانية 2024) (        )

4 All URLs are made up of two main parts. (الجيزة - العمرانية 2024) (        )

5 All scam websites follow the same basic principles, but in different ways. (        )

6 You should avoid accessing scam websites. (الإسكندرية - المنتزه أول 2023) (        )

7 If you fall victim to a fake website, you should not tell anyone. (        ) (الجيزة - كراسة 2024)

8 The website address (URL) enables you to access the site you want. (الغردقة 2023) (        )

9 Scam websites usually have misspelled words or bad grammar. (        ) (الغردقة 2023)

10 Scareware websites offer you a prize that you never get. (        )

11 Sweepstakes sites that say your computer has a problem and you need to download something. (الجيزة - جنوب 2024) (        )

12 If you are a victim of a scam website, report it and tell a trusted adult. (دمياط الجديدة 2024) (        )

13 The last part of website address contains the protocol name (        ) (أسيوط - إدارة الفتح 2024)

14 You must check the sites you visit on the Internet. (دمنهور 2023) (        )

15 To avoid scam websites, you should check the URL of websites. (        ) (القاهرة - عين شمس 2024)

16 The protocol in a URL determines how the information is transferred. (الشرقية - شرق الزقازيق 2024) (        )

## 3 Read the following scenarios, then mention what is wrong with the URL:

1. You want to access the Egyptian Knowledge Bank. You look at the resource name and it says https://www.ekkbb.com.

   ..................................................................................................

   ..................................................................................................

2. You try to access the Bibliotheca Alexandrina website online. The URL looks like this: https://bibalex.org.scam.org.

   ..................................................................................................

   ..................................................................................................

## 4 Choose from column (A) what suits it in column (B):

| Column (A) | Column (B) |
|---|---|
| 1 The protocol | a. shows who owns that space. |
| 2 The resource name | b. identifies the specific resource the link is giving you access to. |
| 3 The file path | c. determines how the information will be transferred. |

1 .................... 2 .................... 3 ....................



# Test Yourself on Lessons 3&4

## 1 Choose the correct answer:

1 Hackers can get your password by .................. . (القاهرة - المستقبل 2024)
a. phishing b. updating c. chatting d. none of them

2 When opening a fraudulent message .......................... . (أبناؤنا في الخارج 2024)
a. appliances are sold
b. an account is created
c. a device is protected
d. a data theft program is installed

3 One type of the scam websites that try to get your personal data is ............ .
a. online shopping site
b. EKB
c. YouTube
d. all of them (المنوفية - شبين الكوم 2024)

4 Passwords must be .................... . (الجيزة - 6 أكتوبر 2024)
a. short b. strong c. weak d. the same

5 Many scam websites use languages to get you to feel .................. . (الجيزة - الدقي 2024)
a. angry b. excited c. hungry d. stupid

6 The ................................ of the URL shows who owns the website.
a. protocol b. file path c. resource name d. none of them.

7 Checking the ...................... helps you avoid phishing sites. (الإسكندرية - المنتزه أول 2024)
a. email b. password c. URL d. MFA

## 2 Put (✓) or (✗):

1 We should be careful when we visit new websites. (الإسكندرية - العجمي 2024) ( )
2 Use different weak passwords to keep your data safe. (السويس 2024) ( )
3 The protocol part of a URL shows who owns the site. (الدقهلية - بلقاس 2024) ( )
4 Smishing is sending a scam message via text message instead of an email. ( )
5 Fraudulent sites work by arousing the user's enthusiasm and luring. ( ) (الإسماعيلية 2024)
6 Password Manager creates a strong and unique password. ( ) (الجيزة - الدقي 2024)
7 Sweepstakes sites offer you a prize that you never get. (دمياط الجديدة 2024) ( )
8 Phishing messages ask for too much personal data. ( )

Lesson 5

# Intellectual Property Rights

## Online Content المحتوى الرقمي

- It might be tempting to take the content you see online, and copy and paste it into your school report, but be careful!
- Copyright law protects printed and digital content.
- Copyright gives creators legal protection for the things they create.

- قد يكون من المغري أن تأخذ محتوى تجده عبر الإنترنت وتنسخه في تقريرك المدرسي؛ ولكن انتبه!
- **قانون حقوق النشر** يحمي حقوق المحتوى المطبوع والرقمي على حد سواء.
- **حقوق النشر** تمنح المبدعين والمؤلفين الحماية القانونية للأعمال التي ينشئونها.

## Copyright حقوق النشر

- The international symbol for copyright is © (letter C with a circle around it).
- Copyright protects creators' work including:
  1. Books 2. Images 3. Music 4. Movies
  5. Games 6. Computer software 7. Websites
- The copyright for a website is usually at the bottom of the home page.

- الرمز الدولي لحقوق النشر هو © مع دائرة حوله.
- **تحمي حقوق الطبع والنشر عمل المبدعين بما في ذلك:**
  1. الكتب 2. الصور 3. الموسيقى 4. الأفلام 5. الألعاب 6. برامج الكمبيوتر 7. المواقع الإلكترونية
- عادة ما تظهر حقوق النشر الخاصة بالمواقع الإلكترونية في أسفل الصفحة الرئيسة.

### Examples of using copyrighted content:

- Downloading a TV episode on YouTube
- Using someone else's artwork on your social media account



أمثلة لاستخدام المحتوى غير المسموح بنشره:

- تنزيل حلقة تلفزيونية على موقع يوتيوب.
- استخدام عمل فنيّ لشخص آخر على حساب وسائل التواصل الاجتماعي الخاص بك.

**When you use copyrighted content:**

1. You should respect the creator's work and use it fairly.
2. You should ask for permission to use it.
3. Attribute it or give credit to the creator.



عند استخدامك محتوى محميًا بحقوق النشر:

1. عليك احترام عمل صاحبه.
2. اطلب الإذن قبل استخدام أي محتوى. 3. أسند الأمر إلى صاحبه.



**What creative works are NOT covered by copyright?**

**ما هي الأعمال الإبداعية التي لا تغطيها حقوق النشر؟**

1. Works in the public domain
2. Facts
3. Discoveries
4. Official documents, such as laws
5. Creative works whose owner has been dead for 50 years

1. الأعمال التي تُصنَّف ملكية عامة. 2. الحقائق والوقائع. 3. الاكتشافات.
4. الوثائق الرسمية مثل القوانين. 5. الأعمال الإبداعية التي مر على وفاة صاحبها 50 عامًا تصبح ملكية عامة.




- Egyptian law gives freedom to use a creator's creative work 50 years after their death.

- يمنح القانون المصري حرية استخدام العمل الإبداعي للمبدع بعد مرور ٥٠ عامًا على وفاته.

## Public Domain and Creative Commons

There are sources that can be used without a creator's permission; they do not fall under copyrights:

1. Sources in the public domain
2. Sources with creative commons reuse licenses

هناك مصادر يمكن استخدامها دون إذن صاحبها (لا تخضع لحقوق النشر):

1. المصادر في نطاق الملكية العامة.
2. المصادر الحاصلة على رخصة إعادة استخدام المشاع الإبداعي.

## Public Domain

- It includes all creative works that are not covered by copyright law.

• **الملكية العامة:** تشمل جميع الأعمال الإبداعية التي لا يغطيها قانون حقوق النشر.

## Creative Commons Reuse License

- It means the owner of a creative work gives permission to reuse his work anytime and anywhere.
- If you are searching for images online, you can filter your results to show only images with this license.

**رخصة المشاع الإبداعي:**

• تعني أن صاحب العمل الإبداعي يُعطي الإذن بإعادة استخدام عمله في أي وقت وفي أي مكان.

• إذا كنتَ تبحث عن صور عبر الإنترنت، يمكنك تصفية النتائج الخاصة بك؛ لإظهار الصور فقط التي تحمل رخصة المشاع الإبداعي.

## Written Content المحتوى المكتوب

### During writing a research paper:



» You should only use a small part of someone's writing (few words or a few sentences).

**عند إعداد ورقتك البحثية:** لا يجوز أن تستعين إلا بجزء صغير فقط من كتابات الشخص الذي ستنقل عنه بعض الكلمات أو الجمل.

### There are two ways to use the writings of others:



1. Use the exact words as they are without change.
2. Paraphrase the ideas in your own style.

» In both cases, you must mention the names of the writers.

« **هناك طريقتان للاستعانة بكتابات الآخرين:**

1. بنقل الكلمات كما هي من دون تغيير.
2. بإعادة صياغة الأفكار بأسلوبك الخاص.

« وفي الحالتين يجب أن تذكر أسماء الكُتَّاب.

Lesson 5

## Images

- Images are also protected by copyright.
- When you use an image, you should include:
  1. The title
  2. The artist's or photographer's name
  3. A link to the original image
  4. What kind of copyright it is protected by
- If you don't want to get permission or buy images, you can make or take your own images instead.

- الصور أيضًا مشمولة بحماية حقوق النشر.
- فعندما تريد استخدام إحدى الصور اذكر: عنوانها، واسم الرسام أو المصور الفوتوغرافي، ورابط النسخة الأصلية من الصورة، ونوع حقوق النشر التي تحميها.
- وإذا كنتَ لا ترغب في الحصول على إذن أو شراء صور، يمكنك ابتكار صورك الخاصة أو التقاطها بدلًا من ذلك.

## Test Yourself

Complete the following sentences:

1. .......................... and .......................... are not covered by copyrights.
2. In Egypt, you can use a creator's work without permission .......................... years after their death.
3. The international symbol for copyright is .......................... .
4. Copyright law protects .......................... and .......................... content.

## أهم الكلمات والمصطلحات

| | | | |
|---|---|---|---|
| Digital content | محتوى رقمي | Credit = Attribute | أسند الأمر |
| Printed content | محتوى مطبوع | Public domain | ملكية عامة |
| Episode | حلقة | Creative Commons Reuse License | رخصة المشاع الإبداعي |
| Get permission | الحصول على إذن | Paraphrase | إعادة صياغة |

# Exercises on Lesson 5

## 1 Choose the correct answer:

1. The ................... law protects printed and digital content.
   a. copyright  b. hacker  c. work  d. discovery
   (الجيزة - العمرانية 2023)

2. Copyright protects all the following, except ................... .
   a. books  b. websites  c. images  d. discoveries
   (المنوفية - السادات 2023) (الجيزة - جنوب 2024)

3. The copyright for a website is usually at the ................... of the home page.
   a. bottom  b. top  c. middle  d. left
   (المنوفية - تلا 2024)

4. The international symbol for copyright is ................... .
   a. "R"  b. "S"  c. "V"  d. ©
   (أبناؤنا في الخارج 2024) (الإسكندرية - المنتزه أول 2024) (الدقهلية 2024) (الغربية - طنطا 2024)

5. When using an image, you must mention the photographer's ................... .
   a. name  b. address  c. number  d. none of them

6. Creative works that are not covered by copyright are ................... .
   a. websites  b. public domain
   c. copyrights  d. books
   (أسيوط 2024) (دمياط الجديدة 2024) (دمياط 2024) (الجيزة - الدقي 2024)

7. ................... protects creators' work. (الإسكندرية - العجمي 2023)
   a. Copyright  b. Internet  c. Image  d. MFA

8. ................... sources do not fall under copyrights.
   a. Public domain  b. Discoveries  c. Facts  d. All of them

9. Egyptian law gives freedom to use a creator's creative work ................... years after their death.
   a. 20  b. 30  c. 40  d. 50  (أسيوط 2024)

10 When using copyrighted content, you should .................... .

a. ask for permission
b. credit the creator
c. commit piracy
d. both a and b

11 The copyright law protects .................... content.

a. printed
b. digital
c. none of them
d. both a and b

12 When you use someone's artwork on your Facebook account without permission, this is considered .................... .

a. creative commons
b. copyright infringement
c. public domain
d. none of them

13 Which sources can be used without a creator's permission?

a. Public domain sources
b. Creative Commons sources
c. Documents like laws
d. all of them

14 When a creator gives a permission for their work to be used anytime and anywhere, this is called .................... . (الإسكندرية - المنتزه ثان 2023)

a. discovers
b. laws
c. facts
d. Creative Commons Reuse License

15 Creative works enter the public domain .................... .

a. when you download it
b. when the creator dies
c. after 50 years of the creator's death
d. none of them

16 To use the writings of others, you can .................... .

a. use the exact words
b. paraphrase the author's ideas
c. both of them
d. none of them

## 2 Put (✓) or (✗):

1 The international symbol for copyright is C. (القاهرة - عين شمس 2024) (    )

2 The copyright law does not protect images and music. (الشرقية 2024) (    )

3 The copyright law protects both printed and digital content. (    )
( الغردقة 2024) (الإسكندرية - المنتزه أول 2023)

4 We can use public domain sources without the owner's permission. ( )

5 Discoveries and facts are not covered by copyrights. ( )

6 Egyptian law states that a creator's work becomes free to use 60 years after their death. (بندر دمنهور 2024) ( )

7 Copyrights do not protect the photographs of a photographer. ( )

8 The owner of a creative work gives permission to reuse his work at any time and any place; this is called "Creative Commons". ( )

(القاهرة - الشروق 2024)

9 When using a photo, you must credit the photographer. ( )

10 Others' writings can be used after paraphrasing. (الدقهلية 2023) ( )

11 The copyright for a website is usually at the top of the home page. ( )

(الجيزة - الشيخ زايد 2024)

12 When searching images online, you can filter your results to show only images with Creative Commons Reuse License. ( )

13 Creative works enter public domains immediately when the creator dies. ( )

14 The copyright law does not protect images and artworks. ( )

(الإسكندرية - المنتزه أول 2023)

15 It is not necessary to ask for a permission before using any copyrighted content. ( )

16 Listing your sources at the end of a research paper is not important. (الغردقة 2024) ( )

## 3 Which of the following items is copyrighted?

1 A Nike ad with a photo in a magazine

2 A photo you took in front of a Nike store

3 200-year-old book about desert life

4 An online article about cactus

5 An article about the development of Algebra
6 The mathematical equation $\frac{5}{2}x + 5 = 10$

## 4 Complete the missing parts using the words between the brackets:

(top - videos - discoveries - licenses - Facts - Images - bottom)

1 .............................. and .............................. are covered by the copyright law.
2 .............................. and .............................. are not covered by the copyright law.
3 You can filter your results to show only images with .............................. .
4 The copyright for a website is usually at the ..................... of the home page.

## 5 Choose from column (A) what suits it in column (B):

| Column (A) | Column (B) |
|---|---|
| 1 Public domains | a. protect both printed and digital content. |
| 2 Copyrights | b. is the international symbol for copyright. |
| 3 © | c. are creative works that are not covered by copyright law. |

1 ........... 2 ........... 3 ...........





# Lesson 6 Using Digital Sources

## Learn

You may be asked to use some of the resources available online to:



1. Answer a question.
2. Identify solutions to a problem.
3. Conduct study research related to a subject.

قد يُطلب منك استخدام بعض المصادر المتاحة عبر شبكة الإنترنت لـ:

① الإجابة عن سؤال. ② التعرُّف على بعض الحلول لمشكلة. ③ إجراء بحث دراسي مرتبط بمادة ما.

## Steps to follow when using digital sources:

1. Identify reliable digital sources.
2. Go to the site you want by typing the URL in the search engine (or browser).

https://www.ekb.eg

» URL is the abbreviation for "Uniform Resource Locator."

» You can ask your teacher or a family member for help while browsing a site for the first time.



« خطوات يجب اتباعها عند استخدام المصادر الرقمية:

① تحديد المصادر الرقمية الموثوقة.

② انتقل إلى الموقع الذي تريده عن طريق كتابة عنوان URL في محرك البحث.

« يمكنك أن تطلب من معلمك أو أحد أفراد أسرتك المساعدة أثناء تصفُّح الموقع لأول مرة.

## NOTES:

- The best way to find reliable digital sites is to follow the recommendations of your teacher or school, such as EKB.
- These recommended websites are often stored on a Bookmark bar in your browser for easy access.

• أفضل طريقة للعثور على مواقع رقمية موثوقة هي اتباع توصيات مُعلِّمك أو مَدرستك، مثل بنك المعرفة المصري.

• غالبًا ما يتم تخزين هذه المواقع الموصى بها في Bookmark bar في متصفحك؛ للوصول إليها بسهولة.




# Facts and Opinions




Lesson 6

## Facts

1. They result from research and observation.
2. They can be proven.
3. They cannot be debated.
4. They are true for everyone.

① تنتج عن البحث والملاحظة.
② يمكن إثباتها. ③ لا تحتمل الجدل.
④ تنطبق على الجميع.

## Opinions

1. They are based on someone's views and experiences.
2. They cannot be proven.
3. They can be debated.
4. They are not true for everyone.

① تستند إلى وجهات نظر الشخص وخبراته.
② لا يمكن إثباتها. ③ تحتمل الجدل.
④ لا تنطبق على الجميع.

## Using multiple sources and facts: استخدم مصادر وحقائق متعددة:

1. It's a good decision to use multiple sources in your research.
2. This helps make sure you know all the important facts about a topic.

إن استخدام مصادر متعددة أثناء بحثك قرار صائب - ذلك يضمن معرفتك بكل الحقائق المهمة المتعلقة بموضوع معين.

## If two online sources have

### the same information

- It often means that the facts are true.
- Write notes for the first source.
- Then, scan the next source for additional facts to add to your notes.

**إذا تضمن موقعان موثوقان المعلومات نفسها:**

- غالبًا ما يعني ذلك صحة الحقائق.
- اكتب ملاحظات من المصدر الأول.
- ثم تفحص المصدر التالي؛ للحصول على معلومات تضيفها إلى ملاحظاتك.

### different information

- Double-check that both sites are reliable.
- Then, make sure the information is based on facts instead of opinions.

**في حال احتواء موقعين على معلومات مختلفة للموضوع نفسه:**

- فتحقَّق جيدًا من أن كليهما موثوق.
- تأكد من أن المعلومات مبنية على الحقائق وليس على الآراء.

**NOTE:**

- It is a good decision to follow copyright rules and laws.
- يعد اتباع قواعد وقوانين حقوق النشر قرارًا جيدًا.





## Online Sources المصادر عبر الإنترنت

### 1 Maps, graphs, infographics, and charts:



- They include facts that can be measured.

1 الخرائط والمخططات والمخططات المعلوماتية والجداول: • تتضمَّن حقائق يمكن قياسها.

### 2 Pictures and videos:



- They can also be reliable sources.
- They sometimes help us in in acquiring the information while watching it, better than just reading the words.

2 الصور ومقاطع الفيديو: • يمكن أن تكون مصادر موثوقة.
• تساعدنا أحيانًا على اكتساب المعلومات بالمشاهدة على نحو أفضل من قراءة النصوص فقط.

### 3 Archives and databases:



- They can also be reliable sources.
- They include books, articles, diaries, letters, and photographs.

3 السجلات وقواعد البيانات: • يمكن أن تكون مصادر موثوقة أيضًا.
• تحوي مواد بحثية متعددة، بما في ذلك الكتب والمقالات والمذكرات والرسائل والصور.




- The Egyptian Knowledge Bank is the best way to find reliable digital sources.




| أهم الكلمات والمصطلحات | | | |
|---|---|---|---|
| Digital sources | المصادر الرقمية | Observation | ملاحظة |
| Reliable sources | المصادر الموثوقة | Experiences | خبرات |
| Accomplish | انجز | Maps | الخرائط |
| Facts | حقائق | Infographics | المخططات المعلوماتية |
| Opinions | آراء | Archives | السجلات |
| Can be debated | تحتمل الجدل | Databases | قواعد البيانات |
| Can be proven | يمكن إثباتها | Diaries | المذكرات |

## 1 Choose the correct answer:

1 You can go to a website by typing the ........................ in the search engine.
a. email b. URL c. text message d. Facebook

(البحر الأحمر - الغردقة 2024)

2 Information that results from research and observation and can be proven and cannot be disputed is called a/an ........................ .
a. data b. opinion c. digital footprint d. fact

(أبناؤنا في الخارج 2024) (الدقهلية - بلقاس 2024) (الشرقية 2024) (القاهرة - المستقبل 2024)

3 Identifying ........................ is crucial in searching for information.
a. reliable sources b. files and records
c. databases d. social media

4 ........................ is considered one of the reliable digital source sites.
a. Facebook b. Application X (Twitter)
c. Data and information d. EKB

(أبناؤنا في الخارج 2024)

5 ........................ is/are based on the person's views and experiences.
a. Facts b. Opinions c. Reliable d. Data

(المنوفية- تلا 2024) (البحيرة - دمنهور 2024) (الجيزة - كرداسة 2024) (الإسماعيلية - شمال 2024)

6 It's a good decision to use ........................ sources in your searches.
a. multiple b. a few c. two d. the same

(الجيزة - جنوب 2024)

7 The Egyptian Knowledge Bank is a/an ........................ source.
a. false b. unreliable c. bad d. reliable

(الإسكندرية - العجمي 2023)

8 Websites are often stored in the ........................ bar in your browser for easy reference.
a. menu b. bookmark c. task d. tool

(الجيزة - كرداسة 2024)

9 Using multiple sources during your research is a/an .......... decision.
a. right b. wrong c. unhelpful d. bad

10 .......... can't be debated and are true for everyone.
a. Opinions b. Facts c. Digital sources d. Blogs
(الإسكندرية - المنتزه ثان 2023)

11 If two reliable websites include the same information, it often means that the information is .......... .
a. false b. not reliable c. questionable d. true
(أسيوط ٢٠٢٤)

## 2 Put (✓) or (✗):

1 A reliable source contains misspellings or bad grammar. ( )
(الإسكندرية – المنتزه أول 2024)

2 Facts are based on someone's views and experiences. ( )
(الإسكندرية - المنتزه ثان 2024) (الجيزة - الهرم 2024) (الجيزة - العمرانية 2024) (الجيزة - 6 أكتوبر 2024)

3 When doing a search, make sure the information is based on facts instead of opinions (دمياط ٢٠٢٤) ( )

4 Facts are statements that can be proven. ( )
(القاهرة - المستقبل 2024) (الجيزة - العمرانية 2024)

5 URL is the abbreviation of "Uniform Resource Locator". ( )

6 Photos and videos are reliable sources. (الجيزة - جنوب ٢٠٢٤) ( )

7 Facts are based on someone's views and experiences. They cannot be proven, but they can be debated. (المنوفية - شبين الكوم 2024) ( )

8 You can ask your teacher for help while browsing a site for the first time. ( )

9 It is not necessary to use multiple sources in your research. ( )

10 Facts are based on someone's views and experiences and can't be proven. (الإسكندرية - المنتزه ثان 2023) (الإسكندرية - وسط 2023) ( )

11 The information is often correct if found in two reliable sources. ( )

12 An example of a reliable source is the Egyptian Knowledge Bank. (         )

(القاهرة - المعادي 2024)

13 All information from the internet is true and trusted. (         )

(الإسكندرية - وسط 2024)

14 When using any source, make sure that the information is based on opinions. (         )

15 Pictures and videos help us gain information more easily. (         )

16 Facts come from research and observation. (         )

## 3 Complete the missing parts using the words between the brackets:

(URL – Opinions – Computers – Facts – picture – book)

1 .............................. help us store and transfer data and information.

2 .............................. are based on research and observation.

3 .............................. are based on someone's views and experiences

4 You can type the .............................. in the search engine.

5 A .............................. helps us acquire information better by watching it than by just reading.

## 4 Read and choose. You want to use online sources to conduct a study research and want to identify the most reliable digital sources that enable you to accomplish your research task. Do you...?

1 Use a website recommended by your teacher. ☐

2 Use one source in your research. ☐

3 Use an opinion that has been given on a website. ☐

4 Use archives and databases. ☐

5 Follow copyright rules and laws. ☐

# Test Yourself on Lessons 5&6

## 1 Choose the correct answer:

1. Copyright protects all the following things, except ........................ .
   a. books  b. websites  c. movies  d. discoveries
   (الجيزة - جنوب 2024)
2. You can check websites by ........................ which is the address of the website.
   a. the facts  b. the URL
   c. your personal information  d. the guesses
   (الدقهلية 2024)
3. ........................ are true for everyone.
   a. Opinions  b. Facts  c. Both a and b  d. Lies
4. Creative works that are not covered by copyright are ........................ .
   a. websites  b. public domains
   c. discoveries  d. facts
   (أسيوط 2024)
5. You can store suggested websites in the ........................ bar in your browser.
   a. tool  b. menu  c. task  d. bookmark
6. ........................ is/are based on the person's views and experiences.
   a. Facts  b. Opinions  c. Reliable  d. Data
   (البحيرة - دمنهور 2024) (الإسماعيلية - إدارة شمال 2024)
7. It's a good decision to use ........................ sources in your searches.
   a. multiple  b. a few  c. two  d. the same

## 2 Put (✓) or (✗):

1. Facts can be debated and proven. (   )
2. Before using copyrighted content, ask for permission to use it. (دمياط 2024) (   )
3. Creative commons are not covered by copyrights. (البحيرة - دمنهور 2024) (   )
4. Watching images helps in getting information better than reading. (الدقهلية - بلقاس 2024) (   )
5. Egyptian Knowledge Bank is a reliable digital source. (   )
6. The international symbol for copyright is ©. (الجيزة - 6 أكتوبر 2024) (   )
7. Copyrights can't protect a creators' work. (الإسكندرية - العجمي 2024) (   )
8. Following copyright rules and laws is a good decision. (   )

# Lesson 7 Advanced Searches

درس إثرائي

**How to get specific search results?**
كيف تحصل على نتائج بحث محددة؟

**Start with a specific topic and research questions.**
ابدأ بموضوع محدد وأسئلة بحثية.

**Example:** You want to know about the construction of Aswan Dam. How can you search?

أنت تريد أن تعرف عن بناء سد أسوان، كيف يمكنك البحث؟

a) Use a specific search topic: استخدم موضوع محدد للبحث

"The Aswan Dam" → **is not a specific topic.**

"The construction of the Aswan Dam" → **is a specific topic.**




b) Use research questions about the topic, such as:

- What materials were used to build the Aswan Dam?
- How many workers built the Aswan Dam?

استخدم أسئلة بحثية عن الموضوع مثل:

- ما هي الموارد التي استُخدمت في بناء سد أسوان؟
- كم عدد العمال الذين قاموا ببناء سد أسوان؟

c) Use your research questions to find keywords.

استخدم أسئلتك البحثية للحصول على كلمات مفتاحية.

| Question | Keywords |
|---|---|
| What materials were used to build the Aswan Dam? | "materials" and "Aswan Dam" |
| **Question** | **Keywords** |
| How many workers built the Aswan Dam? | "how many" (or "number"), "workers" and "Aswan Dam" |

## Accurate Search Terms مصطلحات بحث دقيقة

1 Use synonyms to make your search terms more accurate.

1 استخدم المرادفات لجعل مصطلحات البحث الخاصة بك أكثر دقة.

**Example:** You want to research the amount of times 13- to 18-year-old people spend online each day.

» The search strings change the results:

a Children computer time ⟶ **Gives too many results.**

b Teenagers time online ⟶ **Will narrow the results.**

**على سبيل المثال،** تريد البحث عن مقدار الوقت الذي يقضيه الأشخاص الذين تتراوح أعمارهم بين ١٣ و ١٨ عامًا على الإنترنت كل يوم.

» **سلاسل البحث تغير النتائج:**

a وقت الكمبيوتر للأطفال: يعطي الكثير من النتائج. b وقت المراهقين على الإنترنت: سيضيق النتائج.

2 If you put the search string in quotation marks, your search will be more specific (narrowed) to the exact phrase within the quotation marks.

2 إذا وضعت سلسلة البحث بين علامتَي اقتباس، فسيكون بحثك أكثر تحديدًا (تضييقًا) على العبارة الدقيقة ضمن علامات التنصيص.

3 Some search engines suggest keywords and similar searches.

3 بعض محركات البحث تقترح كلمات مفتاحية وعمليات بحث مشابهة.

4 Search engines also have an advanced searching tool that helps you limit search results.

» You can use them to combine, exclude, or limit the results to specific domains, such as .edu or .gov.







4 تمتلك محركات البحث أيضًا أداة بحث متقدمة تساعدك في تحديد نتائج البحث.

يمكنك استخدامها لدمج النتائج، أو استبعادها، أو قصر النتائج على مجالات معينة مثل: edu. أو gov.

Lesson 7

## Boolean Operators and Search Modifiers

| Boolean Operators | Example | Results |
|---|---|---|
| AND | Video games and teenagers | Will include both terms. |
| OR | Child or teenager | Will include either term. |
| NOT | Video games not online | Will not include the terms. |
| " " | "Video games" | Will include the exact terms. |
| ( ) | (Video games) teenagers | Prioritize what is in parentheses. |
| * | Teens* | Will include all forms of the word. |

## Tips to Find the Best Search Results
## نصائح للعثور على أفضل نتائج للبحث

1. Scan the summary for each search result.
2. Look for the titles connected to your topic and keywords in bold.
3. Scan for facts that answer your research questions.
4. Choose the results that have many of these items. Then, click on each possible source and skim the content.
5. Look for titles, headers, and keywords that match your research topic and questions.
6. Choose the sources with the best match.



1. دقِّق في ملخص كل نتيجة بحث.
2. ابحث عن العناوين المرتبطة بموضوعك والكلمات المفتاحية بالخط العريض.
3. ابحث عن الحقائق التي تجيب عن أسئلة بحثك.
4. اختر النتائج التي تحوي العديد من هذه العناصر، وتصفَّح المحتوى.
5. ابحث عن العناوين، ورءوس الموضوعات، والكلمات المفتاحية المطابقة لسؤالك البحثي.
6. وأخيرًا، اختر المصادر الأكثر تطابقًا.

### أهم الكلمات والمصطلحات

| | | | |
|---|---|---|---|
| Advanced searches | البحث المتقدم | Exclude | استبعاد |
| Synonyms | مرادفات | Boolean Operators | العوامل المنطقية |
| Quotation marks | علامة تنصيص | Prioritize | تحديد الأولويات |
| Keywords | كلمات مِفتاحية | Summary | ملخص |
| Search modifiers | معدلات البحث | Headers | رءوس الموضوعات |
| Titles | عناوين | | |

# Exercises on Lesson 7

## 1 Choose the correct answer:

1. To get results that include the exact words mentioned in the search, use ........................ . (المنوفية - السادات 2023)
   a. quotation marks b. AND c. NOT d. OR
2. Use ........................ in the search engine to make your search more accurate.
   a. antonyms b. synonyms c. acronyms d. asynchronous
3. The ........................ operator gives priority to what is inside it.
   a. " " b. - c. * d. ( )
4. ........................ suggests keywords and similar searches.
   a. Antivirus b. Search engine
   c. MS Word d. Paint tool
5. In the search strategy, you must first ........................ .
   a. share the results b. use keywords
   c. decide on a topic d. make a result
6. Use your research questions to find ........................ .
   a. images b. videos c. money d. keywords
7. When using the ........................ operator, the results will include the exact terms. (البحيرة - دمنهور 2023)
   a. AND b." " c. OR d. { }
8. If you use the ........................ operator, the results will include one of the two words.
   a. AND b. OR c. NOT d. ALL
9. Using the ........................ operator will include all forms of a word.
   a. " " b. ( ) c. * d. -

10 While researching about two terms and you want the result to include both of them, use the operator ...................... . (الإسكندرية - شرق 2023)

a. OR b. AND c. NOT d. =

11 Using the .................. operator will not include the word in the search result.

a. AND b. OR c. NOT d. +



## 2 Put (✓) or (✗):

1 To obtain accurate results, you must identify your research topic. (     )

2 Use synonyms to make your search terms more accurate. (     )

3 Search engines have an advanced searching tool to limit results. (     )

4 Using the operator OR makes the results include all forms of the word. (     )

5 The advanced search tool can be used to include or exclude keywords. (     )

6 If you put the search string in quotation marks, your search will be more specific. (     )

7 Search engines do not suggest keywords and similar searches. (     )

8 If you use the operator NOT in your search, the results will include both words. (     )

## 3 Complete the missing parts using the words between the brackets:

(OR - * - AND - NOT - =)

1 Using ................................ helps include both words in your search.

2 Using ................................ helps include either word in your search.

3 Using ................................ helps exclude the word in your search.

4 Using ................................ helps include all forms of a word in your search.

# Lesson 8 Documenting Information Appropriately

## Taking Notes تدوين ملاحظات

» Research papers should be written in your own words. To do this, start by taking notes in your own words.

« يجب كتابة الأوراق البحثية بأسلوبك الخاص. للقيام بذلك، ابدأ بتدوين الملاحظات بكلماتك الخاصة.

### Steps:



1. For each source, add the URL and the author's name at the top of your notes.
2. Reread each note. If information is missing, return to the source and find the missing information.
3. When an author's words are important or unforgettable, use quotation marks to add those exact words to your notes.

**الخطوات:**

1. لكل مصدر، أضف عنوان URL واسم المؤلف في الجزء العلوي من ملاحظاتك.
2. أعد قراءة كل ملاحظة. إذا كانت المعلومات مفقودة، فارجع إلى المصدر وابحث عن المعلومات المفقودة.
3. عندما تكون كلمات المُؤلِّف مهمة أو لا تُنسى، استخدم علامات الاقتباس لإضافة تلك الكلمات الدقيقة إلى ملاحظاتك.

### Paraphrasing

It's using your own words to explain the ideas of the writer (author).

**إعادة الصياغة:** استخدام كلماتك الخاصة لشرح أفكار الكاتب (المؤلف).

» Some ways to do paraphrasing:

1. Change some of the vocabulary words.
2. Change the order of the ideas.
3. Change the sentence structure.

» By paraphrasing, you are showing respect for the author's work.

« **بعض الطرق لإعادة الصياغة:**

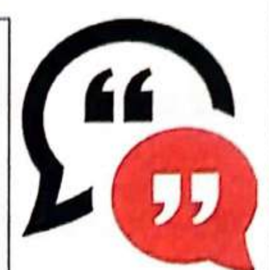
1. تغيير بعض مفردات الكلمات.
2. تغيير ترتيب الأفكار.
3. تغيير هيكل الجملة.

« من خلال إعادة الصياغة، فإنك تُظهر الاحترام لعمل المؤلف.

## Using Quotes استخدام الاقتباسات

- Quotes support your ideas and arguments.
- When you include a quote:
  1. State where the quote came from (citation) and why you are using it.
  2. You can use sentence starters to share this information.
- Some sentence starters that you can use to introduce a quote:

| | |
|---|---|
| In the article (article title), it said ... | This shows that ... |
| According to (author's name), ... | This proves that ... |
| (Author's name) states ... | This illustrates ... |



- تدعم الاقتباسات أفكارك وحُججك.
- عندما تقوم بتضمين اقتباس: ❶ اذكر: من أين جاء الاقتباس؟ ولماذا تستخدمه؟
  ❷ يمكنك استخدام بادئات الجمل لمشاركة هذه المعلومات.




- To search an online source by a keyword:
  1. Press (Ctrl + F) on the keyboard.
  2. Enter the term in the search box.
- The keyword will be highlighted everywhere it appears on the page.

- للبحث عن مصدر عبر الإنترنت بواسطة الكلمة المفتاحية:
  ❶ اضغط على Ctrl + F.
  ❷ أدخل المصطلح في خانة البحث.
- وبهذا ستُظلَّل الكلمة المفتاحية أينما وُجدت في الصفحة.

## Citing Sources ذكر المصادر

- At the end of a research report, you list your sources on a "Works Cited" page.
- Some online sources include a permalink to use as the cited web address because websites change.

- Look for a "Share" or "Cite this" button to find the permalink.
- You can ask your teacher for help to view one of these hyperlinks.

- في نهاية التقرير البحثي، تُدرَج مصادرك في صفحة «قائمة الأعمال المقتبس منها».
- بعض المصادر المتاحة عبر الإنترنت تتضمَّن رابطًا ثابتًا permalink لاستخدامه كموقع إلكتروني مقتبس منه؛ نظرًا لتغير المواقع الإلكترونية.
- ابحث عن زر «مشاركة» أو «استشهد بهذا»؛ للعثور على الرابط الثابت.
- يمكنك أن تطلب من معلمك المساعدة في عرض أحد هذه الارتباطات التشعبية.

## Permalink

It is a permanent hyperlink, a highlighted word or picture you click on to take you to another web location.

الرابط الثابت: هو ارتباط تشعبي دائم، أو كلمة، أو صورة مميزة تنقر عليها؛ لتأخذك إلى موقع ويب آخر.

**When you cite a source, you should use the following method:**

**عندما تستشهد بمصدر يجب عليك استخدام الطريقة التالية:**

1. The citations should be in alphabetical order.
   - a) If the source has an author:
     - The citations should be ordered by the author's last name.
   - b) If the source doesn't have an author:
     - The citations should be ordered by the title of the article.

1. ضع الاستشهادات بترتيب أبجدي حسب الاسم الأخير للمؤلف أو عنوان المقالة.
   - a) إذا ذُكر اسم المؤلف: يجب أن تكون الاستشهادات مرتبة حسب الاسم الأخير للمؤلف.
   - b) إذا لم يُذكر اسم المؤلف: يجب أن تكون الاستشهادات مرتبة حسب عنوان المقال.

2. Write the source: the name of the book, journal, or website.
3. Write the date: the year the source was published.
4. Mention the URL.

2. اذكر المصدر: اسم الكتاب أو المجلة أو الموقع الإلكتروني.
3. اذكر التاريخ: سنة نشر المصدر.
4. اذكر عنوان URL.




**Example:**

» Egypt Beach Resorts Fight Global Scourge of Plastic Trash. (2019, December 21). Arab News. Retrieved August 12, 2022, https://arab.news/pwhre

- "Egypt Beach Resorts Fight Global Scourge of Plastic Trash" is the title of the article because the author's name is not given.
- "2019, December 21" is the date of publication.
- "Arab News" is the name of the publication.
- "Retrieved August 12, 2022" is the date when the citation was retrieved.
- "https://arab.news/pwhre" is the URL of the article.

## » Citing a YouTube video:

1. Use the uploader as the author (creator) of the video.
2. Include the date the video was uploaded.
3. Include the video title followed by the word "video".
4. Include the name of the site (YouTube) and the URL of the video.

**Example:** RTV, 2019. Very Nile video. YouTube, https://www.youtube.com/watch?v=yH5SVlgN_gY

« استخدم اسم المُحمِّل كمؤلف.
« قم بتضمين تاريخ تحميل الفيديو.
« قم بتضمين عنوان الفيديو وأضف كلمة «فيديو» بعده.
« قم بتضمين اسم الموقع (YouTube) وعنوان URL الخاص بالفيديو.

### أهم الكلمات والمصطلحات

| | | | |
|---|---|---|---|
| Taking notes | تدوين الملاحظات | Using quotes | استخدام الاقتباسات |
| Documenting | التوثيق | Sentence starters | بادئات الجمل |
| Author | مؤلف | Citing sources | الاستشهاد بالمصادر |
| Missing | مفقود | Permalink | رابط ثابت |
| Unforgettable | لا تُنسى | Permanent hyperlink | وصلة تشعبية دائمة |
| Paraphrasing | إعادة صياغة نص | Highlighted word | كلمة مُظللة |
| Citations | الاقتباسات | | |

# Exercises on Lesson 8

## 1 Choose the correct answer:

1. To move directly to the site you want, ............................ .
   a. click on the hyperlink  b. create an email
   c. create a document.  d. open Facebook (الغردقة 2023)

2. When citing a YouTube video, use the ........................ as the author of the video.
   a. uploader  b. video title
   c. signature  d. none of them

3. You should include your ......................... at the end of your research.
   a. introduction  b. password  c. PII  d. citation

4. You must add the URL and the author's name at the .................... of the notes.
   a. top  b. middle  c. end  d. small (الشرقية 2024)

5. When writing your research, you ......................... .
   a. have to include your sources in the list of quotes
   b. don't have to include the sources
   c. don't have to paraphrase  d. none of them (المنوفية - شبين الكوم 2024)

6. To search for a resource online by the keyword, click on ......................... and write the term in the search box.
   a. Ctrl + F  b. Ctrl + C  c. Ctrl + X  d. Ctrl + V
   (أبناؤنا في الخارج 2024) (القاهرة - الزيتون 2024) (القاهرة - المستقبل 2024)

7. At the end of a research report, you list your sources on a/an ......................... page.
   a. Acknowledgment  b. Works Cited
   c. Introduction  d. none of them

8. You have to show your respect for the author's work by ......................... his text.
   a. deleting  b. copying
   c. stealing  d. paraphrasing

9 We use the .................. marks when the author's statements are important and memorable in order to include them as they are in the notes.
a. " "  b. # #  c. @@  d. &&
(أبناؤنا في الخارج 2024)

10 A/An .......... is a way to access online content even if the website changes.
a. special character  b. special link
c. permalink  d. email

11 When you include a quote, you can use .............. to share this information.
a. sentence starters  b. special characters
c. paraphrasing  d. none of them

12 If the source has an author, the citations should be ordered by the .......... .
a. author's name  b. author's last name
c. date  d. author's address

## 2 Put (✓) or (✗):

1 The citations should be in alphabetical order. (  )

2 For each source, add the URL and author's name at the top of your notes
(الجيزة - العمرانية 2024) (  )

3 You can use sentence starters to share the needed information. (  )
(أسيوط - إدارة الفتح 2024)

4 Quotes don't support your ideas and arguments. (  )
(الجيزة - جنوب 2024)

5 You must show respect for the author by paraphrasing the text. (  )
(الشرقية - شرق الزقازيق 2024) (البحيرة - دمنهور 2024)

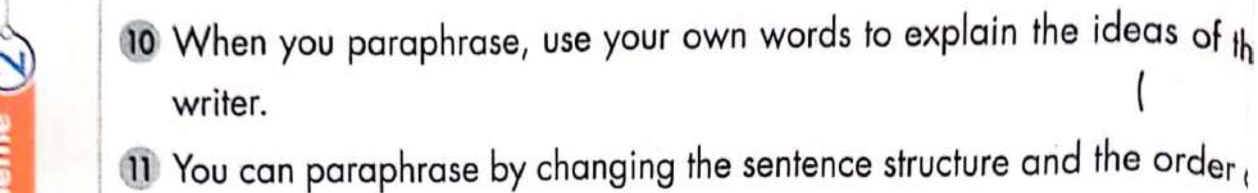
6 If there are important sayings or information in your research, put them in quotation marks " ". (القاهرة - الشروق 2024) (  )

7 A permanent hyperlink is a highlighted word, or a picture you click on to take you to another web location. (الإسكندرية - المنتزه أول 2024) (  )

8 When taking notes, put important words from an author in parentheses.
(  )




9. If information is missing in your research, go back to the source. (



10. When you paraphrase, use your own words to explain the ideas of th writer. (
11. You can paraphrase by changing the sentence structure and the order the ideas. (
12. Vocabulary or sentence structure shouldn't be changed when paraphrasin a text. (
13. Listing your sources at the end of the research paper is not important. (

## 3 Complete the missing parts using the words betwee the brackets:

(alphabetical order – quotation marks – Paraphrasing – URL – Taking notes)

1. You can use .................... to write the author's important sayings.
2. Add the .................... and the author's name at the top of your notes.
3. Put the citations in .................... .
4. .................... shows respect for the author's work.
5. .................... from a source is easier to do if they are written in you own words.



# Test Yourself on Lessons 7&8

## 1 Choose the correct answer:

1. You can use .................. to write the author's important sayings.
   a. bold font  b. underlining  c. italic font  d. quotation marks
2. If the source doesn't have an author, the citations should be ordered by the .................. .
   a. author's name  b. title of the article
   c. URL  d. author's address
3. When citing a YouTube video, use the .................. as the author of the video.
   a. uploader  b. video title  c. signature  d. none of them
4. 🔒 To narrow the search results, we use .................. .
   a. OR  b. AND  c. " "  d. +
5. You have to show your respect for the author's work by .................. his text.
   a. deleting  b. copying  c. stealing  d. paraphrasing
6. 🔒 If you use the .................. operator, the results will include both words.
   a. AND  b. OR  c. NOT  d. # #
7. To search for an online resource keyword, press .......... . (القاهرة - المستقبل 2024)
   a. Ctrl + G  b. Ctrl + T  c. Ctrl + F  d. Ctrl + E

## 2 Put (✓) or (✗):

1. When paraphrasing, you can reorder the ideas. (الجيزة - الدقي 2024) (   )
2. We usually add the URL and the author's name at the end of the notes. (   )
3. 🔒 Using synonyms doesn't make your search more accurate. (   )
4. You must show respect for the author by paraphrasing the text. (   )
5. It is not necessary to consult your teacher when looking at hyperlinks. (   )
6. 🔒 Some search engines suggest keywords and similar searches. (   )
7. Research papers should be written in your own words. (   )
8. A permalink is a permanent hyperlink that may be an image or a word. (   )

# Summary on Theme 2 Digital Safety and Securi[ty] Precautions

## Lesson 1

- Jeff Kerby is an ecologist and a photographer.
- Tools used in a photography trip:
  1. Camera and camera lenses
  2. Batteries for the camera
  3. A laptop
  4. Hard drives
  5. A drone (optional)
  6. A mobile phone (for quick photos and GPS navigation)
- Mr. Kerby backs up his images onto two external hard drives.
- He shares photos with his colleagues immediately, using cell phone apps
- Owning photos means having copyright to publish or sell the photos.
- Copyright Infringement: Some people use photographs that were taken by others without permission or without purchasing the right to use them.
- Photographers protect their works by doing the following:
  1. They place a watermark on their photos.
  2. They add copyright information, such as their names, to the metadata of each photo.
  3. They share high-resolution photos only with people they trust.
  4. They share low-resolution photos that won't look good if printed or uploaded to a website in public.
  5. They use reverse image searches to find out if any of their photos are being used without their permission.
- Copyright infringement is against the law.
- Many Egyptian laws protect copyrights.

## Lesson 2

- Personal information: It includes your name, address, date of birth, and passwords.
- Hackers: They break into a computer and steal personal information.

- Hackers can use someone's email address and password to send a virus to all the email addresses in your email account.
- Hackers can use an adult's bank account to steal money.
- How to keep your personal information (PII) safe?
  1. Limit the personal information you share online.
  2. Don't sign up for a website if it asks for too much personal information.
  3. Use different strong passwords that are different and contain letters, numbers, and special signs.
  4. Use antivirus software on all of your devices.
  5. Update your devices regularly.
- You should protect your files from viruses, software problems, human errors.
- How to back up your data?
  1. Some apps and software programs back up data automatically.
  2. You can use a data-storage device, such as:
     - A flash memory
     - An external hard drive
- This is called a hybrid backup; it is a safer way to backup and store files.
- The hard disk has more space than the flash memory although they are both used for the same purpose.

## Lesson 3

- Phishing: It is sending a message via email or social media applications that looks real, but it isn't.
- Smishing: It is the same as phishing, but it is a text message instead of an email.
- When you open an attachment or a file of phishing:
  - Data-stealing software is installed on your computer, or you're asked to enter sensitive information, such as a bank account.
- How to identify phishing messages?
  1. It includes misspelled words and grammar errors.
  2. It requests too much personal data.

» **Password Manager:**

1. It creates strong and unique passwords for each of your accounts.
2. It also tells you if the passwords you already have are too weak or if you've reused them.
3. It can even tell you if one of your passwords has been stolen online.

» **Multi-factor authentication (MFA):**



- MFA is used to strengthen your passwords.
- You provide at least two ways of identifying yourself.

## Lesson 4

» **Scam websites:** They are phishing websites that present fake situations and try to get your information.

» **There are many types of scam websites, such as:**

1. **Online shopping scams:** They never send you the correct items you bought.
2. **Scareware scams:** They say your computer has a problem and you need to download something.
3. **Sweepstakes scams:** They offer you a prize that never comes.

» **How to avoid scam websites?**

1. Check that the URL of the website is credible.
2. Scam websites usually contain misspellings or bad grammar.
3. Search online to see if it is a known scam.

» **If you are a victim of a scam website:**

1. Report it. Tell a trusted adult.
2. Contact the Child Helpline or The General Department for Combating Internet Crimes.
3. Report the scam website to the service provider, the e-commerce store and your bank.

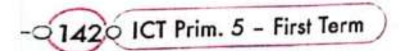
» **All URLs are made up of three main parts:**

1. The protocol
2. The resource name
3. The file path

» **The protocol:** It is the first part; it determines how the information is transferred.

» **The resource name:** It is the requested site; it shows who owns that space.

» **The file path:** It is the last part of the URL; it identifies a specific resource which the link is giving you access to.






- Copyright law protects printed and digital content.
- Copyright gives creators legal protection for the things they create.
- The international symbol for copyright is ©.
- The copyright symbol for a website is usually at the bottom of the home page.
- Examples of using copyrighted content:
  1. Downloading a TV episode on YouTube.
  2. Using someone's artwork on your social media account.



- When you use copyrighted content:
  1. Respect the creator's work.
  2. Ask for permission to use it.
  3. Attribute it or give credit to the creator.
- Creative works are NOT covered by copyright:
  1. Works in the public domain
  2. Facts
  3. Official documents, such as laws
  4. Discoveries
  5. Creative works whose owner has been dead for 50 years
- Public domain and creative commons do not fall under copyright.
- Public domain: Includes all creative works which are not covered by copyright law.
- Creative commons: It means that the owner of a creative work gives permission to reuse his work anytime and anywhere.
- When searching for images online, you can filter your search by license.
- There are two ways to use the writings of others:
  1. Use the exact words without change.
  2. Paraphrase ideas in your own style.

---

## Lesson 6

- Steps to follow when using digital sources:
  1. Identify reliable digital sources.
  2. Go to the site you want by entering the URL in your browser.
- The URL is the abbreviation for "Uniform Resource Locator".
- You can save recommended websites to your bookmark bar for easy access.

SUMMARY on Theme 2

## Facts and Opinions:

**Facts**

1. They come from research and observations.
2. They can be proven.
3. They cannot be debated.
4. They are true for everyone.

**Opinions**

1. They are based on someone's views and experiences.
2. They cannot be proven.
3. They can be debated.
4. They are not true for everyone.

- If two online sources have the same information, it often means that the information is a fact.
- Online sources include maps, graphs, infographics, charts, videos pictures archives, and databases.
- The EKB is the best way to find reliable digital sources.

# Lesson 7

## How to get specific search results?

- Start with a specific topic and research questions.
- Use synonyms to make your search terms more accurate.
- Put the search string in quotation marks, your search will be more specific (narrowed) to the exact phrase within the quotation marks.

- Some search engines suggest keywords and similar searches.
- They also have an advanced searching tool that helps you limit search results.

## Boolean Operators and Search Modifiers:

| Boolean Operators | Example | Results |
|---|---|---|
| AND | Video games and teenagers | Will include both terms. |
| OR | Child or teenager | Will include either term. |
| NOT | Video games not online | Will not include the terms. |
| " " | "Video games" | Will include the exact terms. |
| ( ) | (Video games) teenagers | Prioritize what is in parentheses. |
| * | Teens* | Will include all forms of a word. |




## Taking notes:

- To make a research paper, start by taking notes in your own words.
  1. For each source, add the URL and the author's name at the top of your notes.
  2. If information is missing, return to the source.
  3. When an author's words are important, use quotation marks to add those exact words to your notes.

## Paraphrasing:

1. Change some of the vocabulary words.
2. Change the order of the ideas.
3. Change the sentence structure.

- By paraphrasing, you are showing respect for the author's work.
- To search for an online source by a keyword, type (Ctrl + F).

## Using quotes:

1. State the source of the quote.
2. You can use sentence starters to share this information.

## Citing sources:

- At the end of your research, list your sources on a "Works Cited" page.

**Permalink:** It is a permanent hyperlink, a highlighted word or picture you click on to take you to another web location.

**When you cite a source,** the citations should be in alphabetical order.

1. **If the source has an author:**
   - The citations should be ordered by the author's last name.
2. **If the source doesn't have an author:**
   - The citations should be ordered by the title of the article.
     a. Write the source: The name of the book, journal, or website.
     b. Write the date: The year the source was published.
     c. Mention the URL.

**When citing a YouTube video,** use the uploader as the author (creator) of the video.

# Model Exam 1

## 1 Choose the correct answer:

1. Jeff Kerby is a an ........................ .
   a. engineer  b. archeologist  c. ecologist  d. doctor
2. To search an online source by a keyword, type ........................ .
   a. Ctrl+H  b. Ctrl+E  c. Ctrl+D  d. Ctrl+F
   (القاهرة - المستقبل 2024)
3. ........................ involves using two or more methods to verify your identity.
   a. MFA  b. Password manager
   c. Anti-virus  d. PII
4. ........................ are based on someone's views and experiences.
   a. Facts  b. Opinions
   c. Reliable sources  d. Unreliable sources (البحيرة - دمنهور 2024)
5. Photographers can protect their work from copyright infringement in several ways, such as........................ .
   a. saving photos on the mobile  b. placing a watermark on their photos
   c. sharing it with others  d. none of them (الإسكندرية - المنتزه أول 2024)

## 2 Put (✓) or (✗):

1. Research papers should be written in your own words. (   )
2. You need strong passwords to protect your personal data from hackers. (   )
3. Scareware websites offer you a prize that you never get. (   )
4. The Egyptian constitution confirms that the state protects all types of intellectual property. (الإسكندرية - المنتزه أول 2024) (   )
5. Photos and videos are from the reliable sources. (   )

## 3 Complete the missing parts using the words between the brackets:

(GPS - Hard disk drive – Hackers - Password Manager - Public domains)

1. ........................ is used to back up all the photos you take.
2. you can navigate and reach different places using the ........................ .
3. ........................ break into your device to steal your personal information. (الغردقة 2024)
4. ........................ tells you if one of your passwords has been stolen online
5. ........................ are creative works that are not covered by copyright




## 1 Choose the correct answer:

1. A photographer shares ........................ images to protect his copyright.
   a. high resolution
   b. low resolution
   c. normal resolution
   d. flash memory
2. Using ........................ operator will not include the word in search result.
   a. AND
   b. OR
   c. /
   d. NOT
3. You can go to the site you want by typing ........................ . (الإسكندرية - شرق 2024)
   a. the URL
   b. file path
   c. resource name
   d. your name
4. Copyright protects all the following things, except ........................ .
   a. facts
   b. discoveries
   c. websites
   d. both a and b
5. ........................ include(s) all creative works not covered by copyright law.
   a. Public domains
   b. Copyrighted content
   c. Discoveries
   d. Both a and b (دمياط 2024)

## 2 Put (✓) or (✗):

1. The same information on two reliable sites often means it's correct. (     )

2 You should proceed with websites that ask for too much personal data. ( )

3 Password management software is used to create strong passwords. ( )

(مبوط 2024)

4 Permalink is a permanent hyperlink that may be an image or a word. ( )

5 Copyright law protects both printed and digital content. ( )

## 3 Complete the missing parts using the words between the brackets:

(Public domain - Creative commons - Facts - " " - Opinions)

1 ........................ are true for everyone and can't be debated.

2 ........................ includes all creative works not covered by copyright law.

3 . ........................ are based on someone's views and can be debated.

4 ........................ mean the owner gives permission to reuse his work.

5 You can use ........................ to get results that include the exact words.

# Model Exam 3

## 1 Choose the correct answer:

1 One of the accessories that you can use to save your files securely is a/an ........................ .

a. external hard disk
b. drone
c. camera
d. printer

2 The URL (Uniform Resource Locator) starts with the ........................ .

a. protocol
b. file path
C. resource name
d. MFA

(الإسكندرية - المنتزه ثان 2024)

3 The copyright for a website is usually at the ........................ of the home page.

a. top
b. left
c. middle
d. bottom

(المنوفية - تلا 2024)

4 You can use ........................ to write the author's important sayings.

a. bold font
b. underline
c. quotation marks
d. # #

5 Copyright protects all the following things, except ........................ .

a. books
b. facts
c. games apps
d. photos

## 2 Put (✓) or (✗):

1 Smishing is sending a message via email or social media applications that looks real but isn't. (الشرقية - الزقازيق 2023) (    )

2 Jeff Kerby shares his high-resolution photos with others. (    )

3 A reliable source contains misspelling or bad grammar (    )
(الإسكندرية - المنتزه أول 2024)

4 Search engines have an advanced searching tool to limit results. (    )

5 Using the operator "OR" makes results include all forms of the word. (    )

## 3 Choose from column (A) what suits it in column (B):

| Column (A) | Column (B) |
|---|---|
| 1 Citation | a. may be words or pictures you click on to access the site. |
| 2 URL | b. is the international symbol for copyrights. |
| 3 © | c. sites contain fake situations to steal your data. |
| 4 Scam | d. should be included at the end of your research. |
| 5 Permalink | e. is the abbreviation of "Uniform Resource Locator". |

1 ........... 2 ........... 3 ........... 4 ........... 5 ...........

# Model Exam 4

## 1 Choose the correct answer:

1. It's a good decision to use .................... sources in your searches.
   a. multiple b. few
   c. two d. one (الجيزة - جنوب 2024)
2. Creative works that are not covered by copyright are .................... .
   a. websites b. public domains
   c. copyrights d. discoveries (الجيزة - الدقي 2024)
3. Hackers can get your password by a/an .......... way. (الجيزة - الدقي 2024)
   a. updating b. bullying
   c. planning d. phishing
4. If you use the .................... operator, the results will include one of the two words.
   a. AND b. OR
   c. NOT d. none of them
5. At the end of a research report, you list your sources on the ............ page.
   a. acknowledgement b. works cited
   c. introduction d. table of contents

## 2 Put (✓) or (✗):

1. Antivirus software mustn't be installed on your computer. (   )
   (المنوفية - السادات 2023)
2. To access a website, type the URL into your browser. (   )
3. Facts are statements that can be proven. (   )
   (الجيزة - العمرانية 2024)
4. Scam websites usually have misspelled words or bad grammar. (   )
5. When you paraphrase, use your own words to explain the ideas of the writer. (   )

## 3 Choose from column (A) what suits it in column (B):

| Column (A) | Column (B) |
|---|---|
| 1 The protocol | a. is used to include all forms of a word. |
| 2 AND | b. indicates who owns the site. |
| 3 * | c. is the first part of a URL. |
| 4 The file path | d. makes the result include both words. |
| 5 The resource name | e. is the last part of the URL. |

1 ………… 2 ………… 3 ………… 4 ………… 5 …………




## 1 Choose the correct answer:

1 You can store files on the computer's hard disk, and they can also be stored on …………………… .

a. a flash memory  b. a processing unit
c. software  d. Zoom  (القاهرة - الشروق 2024)

2 …………………… do not fall under copyright.

a. Public domain  b. Creative commons
c. Facts  d. All of them

3 …………………… result from research and observation, they can be proven.

a. Opinions  b. Lies  c. Information  d. Facts

(القاهرة - المستقبل 2024)

4 If you receive an email from someone you don't know claiming that you have won a prize, it may be a …………………… attempt.

a. phishing  b. smishing  c. both a and b  d. none of them

5 You can check websites by the …………………… which is the address of the website. (الدقهلية 2024)

a. facts  b. URL  c. PII  d. MFA

## 2 Put (✓) or (✗):

1. Always ask for the photographer's permission before using their photos (
2. We should be careful when we visit new websites. (

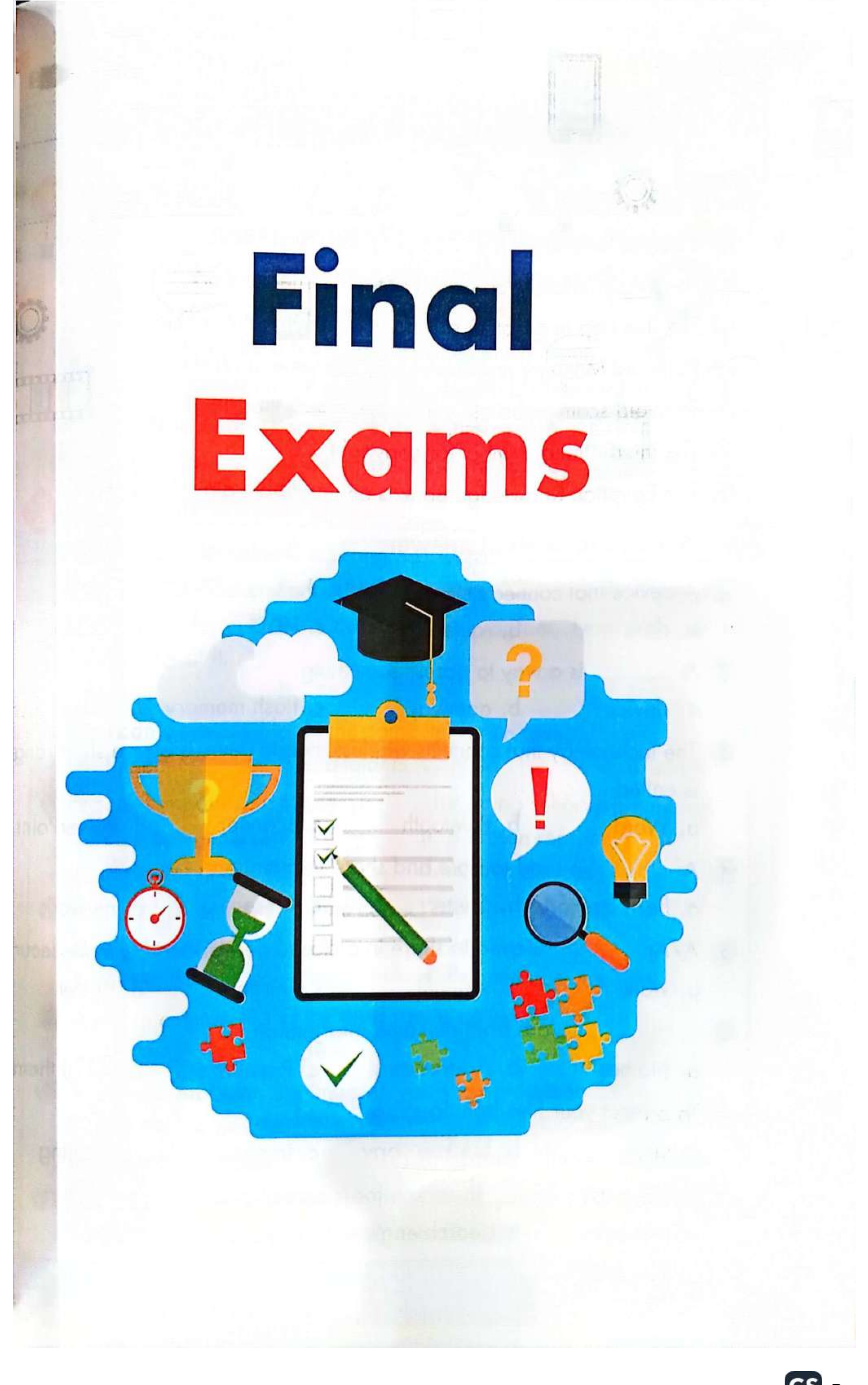
(الإسكندرية - العجمي 2024)

3. Using the operator "NOT" in your search, the results will include both words. (
4. The citations should be arranged in alphabetical order. (
5. Paraphrasing can allow you to use others' writings in your own work. (

## 3 Complete the missing parts using the words between the brackets:

(Scareware – A hybrid backup - Sweepstakes – Child Helpline- Smishing)

1. .......................... are scam websites that offers you a prize that never comes.
2. .......................... refers to scam websites that contain fake warnings to trick you into downloading a malicious program.
3. If you are exposed to scam website, you should contact .......................... .
4. .......................... is a scom text message that looks real but isn't.
5. .......................... is a safer way to back up and store files. (بندردمنهور 2024)


Final
Exams

## 1 محافظة القاهرة – إدارة عين شمس التعليمية

### 1 Put (✓) or (✗):

1. External hard drive is like an HDD but much faster. ( )
2. The World Wide Web is part of the internet network. ( )
3. The first step in problem solving is identifying the problem. ( )
4. Password Manager provides at least two ways of identifying yourself. ( )
5. To avoid scam websites, you should check the URL. ( )
6. The international symbol for copyright is C. ( )
7. The Egyptian Knowledge Bank is an unreliable digital source. ( )

### 2 Choose the correct answer:

1. A device that connects the computer to the internet via Wi-Fi is the .......... .
   a. data b. router c. HDD d. mouse
2. A .................. is a way to access something.
   a. device b. gateway c. flash memory d. none of them
3. The technology that connects wireless mobile devices over a short range is called .................. .
   a. Word b. Bluetooth c. scanner d. PowerPoint
4. A .................. is used to store and share information.
   a. flash memory b. printer c. screen d. network
5. A/An .................. is used to share in a closed network and is more secure.
   a. video b. scanner c. intranet d. poster
6. ............................... are from personal information.
   a. Names b. Addresses c. Passwords d. All of them
7. To protect your files from loss, use .................. .
   a. virus b. backup copy c. images d. stealing
8. You can use .................. to search for information on the internet.
   a. networks b. search engines c. results d. files

## 2 محافظة القاهرة – إدارة الزيتون التعليمية

### 1 Put (✓) or (✗):

1 Bit is used to measure the speed of a network or internet connection. (   )
2 MFA provides at least two ways of identifying yourself. (   )
3 C is the international symbol for copyright. (   )
4 The scanner is like a hard disk drive but much faster. (   )
5 PII is an abbreviation of personally identifiable information. (   )
6 The internet network is used to share information and data. (   )
7 Opinions result from research and observation, they can be proven. (   )

### 2 Choose the correct answer:

1 .................. is considered a strong password.
a. 12345679 b. Cdf#$@24 c. mnbv12 d. 20/01/2012

2 To type a formula in a cell in Excel program, type .................. at the beginning of it.
a. @ b. - c. = d. !

3 You can organize files in the computer by creating .................. .
a. folders b. sub-folders c. video d. a and b

4 Visually impaired. can use .................. for doing schoolwork online.
a. Bluetooth speakers b. a screen reader
c. computer networks d. mobile devices

5 .................. never send you the correct items you bought.
a. Shopping sites b. Scareware sites
c. Sweepstakes d. E-commerce websites

6 A cell in column B and the third row is called .................. .
a. A3 b. 3B c. B3 d. 5B

7 To solve a problem, the first step you should do is to .................. .
a. identify the problem b. plan the problem
c. forget the problem d. assume different ways to solve it

8 To search for an online research keyword, press .................. .
a. Alt+Ctrl +Del b. Ctrl+C c. Ctrl+F d. Alt+F4

## 3 محافظة القاهرة – إدارة الشروق التعليمية

### 1 Put (✓) or (✗):

1. When creating simple formulas for addition or subtraction in the Excel program, we must start the formula with the "+" sign. (   )
2. When writing your research notes, they must be written in your teacher's style. (   )
3. GHz (GigaHertz) is a unit for measuring network speed. (   )
4. The World Wide Web (WWW) is a closed network. (   )
5. The owner of a creative work gives permission to reuse his work at any time and any place, this is called "Creative Commons". (   )
6. If there are important sayings or information in your research, put them in quotation marks " ". (   )

### 2 Choose the correct answer:

1. You can store files on the computer's hard disk, and they can also be stored on .................. .
   a. a flash memory    b. the processing unit
   c. software    d. Zoom
2. To use the internet in your home, you need .................. .
   a. a computer or mobile phone    b. a router
   c. a service provider    d. all the previous
3. Using .................. technology, you can transmit data with your colleagues using mobile phones in a short range without the internet.
   a. networks for people of determination
   b. WhatsApp    c. Bluetooth    d. Internet of Things
4. To create a folder, choose the command .................. then folder.
   a. Save    b. New    c. File    d. Open

5 .................. is one of the ways in which you can maintain the security of your information.

a. A router
b. Deleted data
c. Using the Internet
d. A strong password

6 The message "You have won a computer; enter your credit card information" on one of the websites is .................. .

a. a device purchasing site
b. a bad message
c. real, enter your data quickly
d. a scam website

7 You can identify phishing messages by the presence of .................. .

a. bad grammar
b. misspelling
c. requests for personal data
d. all the previous

8 It is a creative work that is not covered by copyright and may be used without permission, it's .................. .

a. photos
b. videos
c. a work whose owner died 50 years ago
d. all the previous

9 When you conduct research on a specific topic and find that your colleagues have obtained the same information from different reliable sources, this information is .................. .

a. facts
b. opinions
c. public ownership
d. creative work

## 4 محافظة القاهرة – إدارة المعادي التعليمية

### 1 Put (✓) or (✗):

1 A byte is the smallest unit of measure for storing data. (   )

2 To connect a computer to the internet, you only need a router (GETAWAY). (   )

3 Check Wi-Fi signal on your device one of solution to browser running slow. (   )

4 You can change the title of a folder by choosing open from the shortcut menu. (   )

5 (URL) represents the website address. ( )

6 To prevent the possibility of losing files, you should always make a backup copy of them. ( )

7 Opinions result from research and observation and can be proven and cannot be debated are true for everyone. ( )

8 Examples of reliable sources include the Egyptian Knowledge Bank. ( )

## 2 Choose the correct answer:

1 ................ is/are groups of people or things that are connected to each other for common purpose.

a. Networks
b. Computer networks
c. LAN
d. WWW

2 In the Excel program, to sort information in alphabetical order, go to the ................ .

a. File b. Open c. Toolbar d. Menu Bar

3 ................ is to give the owner permission to reuse his work freely at any time and anywhere.

a. Permission
b. Copyright
c. Creative commons
d. Facts

4 ................ is/are scam website(s) that never send you the correct items you bought.

a. Hackers b. Phishing c. Shopping sites d.Smishing

5 ................ is a networking technology that connects wireless mobile devices over short range.

a. Internet service provider
b. Internet of Things
c. Bluetooth
d. WAN

6 If you want to subtract data for the same column A, rows 4,5,and 6, the formula is ................ .

a. = A4-A5-A6
b. = A4/A5/A6
c. A4-A5-A6
d. = A4+A5+46

7 ................ help(s) the visually impaired get audio feedback.

a. Braille b. Keyboard c. E-commerce d. Screen readers

## 5 محافظة القاهرة – إدارة مصر القديمة التعليمية

### 1 Put (✓) or (✗):

1. External hard drive is like HDD but much faster. ( )
2. The EKB is a reliable source of knowledge. ( )
3. Antivirus helps you keep your personal data safe. ( )
4. Password Manager creates a unique password. ( )
5. Copyright law doesn't protect both print and digital content. ( )

### 2 Choose the correct answer:

1. A device that connects a computer to the internet via Wi-Fi is ................ .
   a. the flash memory  b. the router  c. the HDD  d. the HDMI
2. The ................ network is used to share information and less secure.
   a. email  b.internet  c. intranet  d. closed
3. To organize our files, we should ................ each folder.
   a. name  b.remove  c. redo  d. print
4. ................ is used to sort data alphabetically and organizing data.
   a. Excel  b. Word  c. PowerPoint  d. Paint
5. ................ means making another copy of your work to keep it safe.
   a. Copyright  b. Backup  c. Save  d. PII
6. ................ tells you if one of your passwords has been stolen.
   a. Password Manager  b. MFA  c. Pin  d.Scam
7. Scam websites work to obtain ................ .
   a. your personal information  b. social media
   c. URL  d. the file path
8. Passwords must be ................ .
   a. weak  b. strong  c. small  d. similar
9. ........... use the internet to break into your computer to steal your information.
   a. Hackers  b. Doctors  c. Thives  d. Programmers
10. The ................ is used to enter pictures and files on the computer
    a. keyboard  b. scanner  c. printer  d. CPU

# 6 محافظة الجيزة- إدارة 6 اكتوبر التعليمية

## 1 Put (✓) or (✗):

1. You must share the bank account details online. ( )
2. The international symbol for copyright is ©. ( )
3. One terabyte = 1024 MG. ( )
4. Facts based on a person's opinions and experiences. ( )
5. To create a new folder, click on rename order. ( )

## 2 Complete the following sentences using the words between the brackets:

(MS Excel - Strong - flash memory - check the internet speed - A router)

1. A .................. stores information.
2. .................. passwords containing letters, numbers, and symbols.
3. The problem solution of slowing download is .................. .
4. .................. enables you to connect your laptop to the internet.
5. The .................. program is used to perform simple formulas.

## 3 Choose the correct answer:

1. .................. is a cable that transfers audio and video to and from devices.
   a. An ethernet cable b. HDMI c. A router cable d. DVD
2. Passwords must be .................. .
   a. short b. strong c. weak d. easy
3. .................. is a networking technology that connects wireless mobile devices.
   a. Bluetooth b. Intranet c. LAN Network d. WWW
4. The smallest unit of data is .................. .
   a. byte b. bit c. GHz d. Tbyte
5. The more secure sharing in a closed network is named .................. .
   a. internet b. intranet c. WWW d. WiFi

## 7 محافظة الجيزة- إدارة الهرم التعليمية

### 1 Put (✓) or (✗):

1. The hard disk is always smaller than the flash memory. ( )
2. The Egyptian Knowledge Bank is available for free to Egyptians. ( )
3. Sweepstakes site offers you a prize that you never get. ( )
4. Facts are based on a person's views and experiences. ( )
5. Hackers can send virus. ( )
6. Braille method allows blind people to read. ( )
7. Copyright does not protect your works. ( )
8. Ethernet is more stable and faster than Wi-Fi. ( )

### 2 Choose the correct answer:

1. Smishing is the same thing as phishing, but it is sent by .................. .
   a. email  b. text message  c. Facebook  d. Google
2. You can protect your files from viruses or loss by .................. .
   a. turning off the device  b. doing a backup copy
   c. personal data  d. hacking
3. The .................. is used to insert images and use them later.
   a. microphone  b. printer
   c. scanner  d. keyboard
4. .......... measures the number of cycles that your CPU carries out per second.
   a. Byte  b. Mbps
   c. Gigabyte  d. Gigahertz
5. Use .................. to organize files.
   a. folder  b. file  c. document  d. antivirus
6. The .................. program is used to create maths tables and graphs.
   a. Word  b. Excel  c. PowerPoint  d. Paint
7. .................. is a device that connects a computer to the internet via Wi-Fi.
   a. Bluetooth  b. A monitor  c. A printer  d. A router

## 8 محافظة الجيزة - إدارة الشيخ زايد التعليمية

### 1 Put (✓) or (✗):

1. A gigabyte unit of measure is equal to1024 TeraByte. ( )
2. Bluetooth speaker is an example of the Internet of Things. ( )
3. The copyright for the website is usually at the top of the home page. ( )
4. Password Manager will tell you if one of your passwords has been stolen. ( )

### 2 Choose the correct answer:

1. A .................. is a device that connects a computer to the internet via Wi-Fi.
   a. flash memory b. router c. HDD d. scanner
2. When the Browser running slow, you can .................. .
   a. replace the computer b. delete some files
   c. chick Wi-Fi signal d. none of them
3. .................. provides at least two ways of identifying yourself.
   a. FMA b. IoT c. PII d. MFA
4. The Uniform Resource Locator(URL) begins with the .................. .
   a. file path b. protocol
   c. resource name d. password

### 3 Complete the following sentences using the words between the brackets:

(Hyperlink - Facts - intranet - folders)

1. The .................. is a private and closed network.
2. You can organize files in the computer by creating .................. .
3. .................. are result from research and observation, they can be proven
4. .................. is a word or picture you click on to take you to another web location.

### 4 Underline the right answer :

1. (E-commerce - Network) is group of people, or things that are connected to each other.
2. (Braille - A screen reader) is a method allows blind people to read.
3. (Phishing - Smishing) is sending a message via text message to steal your data.

## 9 محافظة الجيزة- إدارة جنوب التعليمية

### 1 Put (✓) or (✗):

1. The ethernet is more stable and faster than Wi-Fi. ( )
2. One of possible reasons for slow downloads is the internet speed. ( )
3. Sweepstakes sites that say your computer has a problem and you need to download something. ( )
4. Photos and videos are from the reliable sources. ( )
5. Quotes don't support your ideas and arguments. ( )

### 2 Choose the correct answer:

1. .................. networks share public information.
   a. Computer b. Open c. Closed d. Intranet
2. .................. use the internet to break into a computer system
   a. Hackers b. Thieves c. Teachers d. Students
3. The .................. give(s) permission to reuse his work at any time and any place, so we can use it freely.
   a. public domain b. creative commons
   c. copyright d. none of them
4. It's a good decision to use .................. sources in your searches.
   a. multiple b. few c. two d. one
5. Copyright protects all the following things, except .................. .
   a. books b. websites c. photos d. discoveries

### 3 Choose from column (A) what suits it in column (B):

| Column (A) | Column (B) |
|---|---|
| 1 It consists of devices linked to the internet | a. MFA |
| 2 It means you provide at least two ways of identifying yourself. | b. Flash memory |
| 3 A cable that transmits audio and video from/to devices. | c. IOT |
| 4 It is used to store and share information. | d. Intranet |
| 5 It is used to share in a closed network and is more secure. | e. HDMI |

1 ........... 2 ........... 3 ........... 4 ........... 5 ...........

## 10 محافظة الإسكندرية - إدارة شرق التعليمية

## 1 Put (✓) or (✗):

1. Phishing messages are free of grammar errors. ( )
2. You can add subfolders inside the main folder to manage files. ( )
3. Facts are based on someone's views. ( )
4. You should limit the personal information you share online. ( )
5. There is only one way to backup data using flash memory. ( )
6. The smallest unit of data is a bit. ( )
7. Password management software can steal your password. ( )
8. The left side of the rows in Excel are numbers. ( )

## 2 Choose the correct answer:

1. Hackers can send .................... .
   a. virus b. antivirus c. backup d. prizes
2. A gateway that connects a computer to the internet via Wi-Fi is the ........
   a. router b. HDMI c. ethernet cable d. ethernet port
3. To perform simple formulas, use .................... .
   a. PowerPoint b. Excel c. Word d. scanner
4. Copyright protects all the following, except .................... .
   a. public domains b. websites c. books d. images
5. The scam websites that say your computer has a problem are ..................
   a. sweepstakes b. scareware
   c. fake online shopping d. Child Helplines
6. To access information by scanning it with a phone camera, use ..............
   a. folder b. printer c. QR code d. flash memory
7. You can go to the site you want by typing .................... .
   a. the URL b. file path c. resource name d. your name

## 11 محافظة الإسكندرية - إدارة وسط التعليمية

### 1 Put (✓) or (✗):

1. The internet is a network that connects computers from all around the world. (   )
2. A bit is the smallest unit of data on your computer. (   )
3. An external hard disk drive is used to back up all the photos you take. (   )
4. All information from the internet is true and trusted. (   )
5. You must type ( = ) to create a formula in Excel. (   )
6. You can't add a subfolder inside a main folder to manage files. (   )
7. Files are stored by using flash memory. (   )
8. To keep your data safe, use anti-virus programs on all your devices. (   )
9. The first step to solve the problem is to identify the problem. (   )
10. The best way to collect information is by getting it from Facebook. (   )

### 2 Choose the correct answer:

1. .............. use internet to break into your computer to steal your information.
   a. Programmers b. Hackers c. Thieves d. None of them
2. To create a new folder, select .................. from shortcut menu.
   a. Copy b. Paste c. New d. View
3. The .................. consists of household devices that are connected to Wi-Fi.
   a. Bluetooth b. Internet
   c. Internet of Things d. All of them
4. .................. is a networking technology that connects wireless mobile devices.
   a. Bluetooth b. Ethernet cable c. A router d. None of them
5. .................. is a program used to prepare presentations.
   a. MS Word b. MS Excel
   c. MS PowerPoint d. None of them

## 12 محافظة الإسكندرية - إدارة العجمي التعليمية

### 1 Put (✓) or (✗):

1. To create a folder, choose New from the list. ( )
2. Copyright can't protect creators' work. ( )
3. Identifying the problem is the last step in solving computer problems. ( )
4. The updates include changes that keep your data safe. ( )
5. We should be careful when we visit new websites. ( )

### 2 Choose the correct answer:

1. .................. cable that connects a laptop to the router.
   a. Ethernet port  b. HDMI  c. Ethernet cable  d. A gateway
2. ........... is a group of people connected to each other for common purpose.
   a. Network  b. WWW  c. Internet  d. A router
3. .................. based on someone's views and experiences they can't be proven.
   a. Facts  b. Source  c. Experiments  d. Opinions
4. To create a simple formula use the ........................... sign.
   a. =  b. ( )  c. " "  d. #
5. Phishing is sending a message via ................. .
   a. email  b. social media application
   c. all of them  d. none of them

## 13 محافظة الإسكندرية - إدارة منتزه أول التعليمية

### 1 Put (✓) or (✗):

1. The main folder contains sub-folders and files. ( )
2. The Egyptian constitution confirms that the state protects all types of intellectual property. ( )
3. Facts are based on someone's views and experiences and can't be proven. ( )

4 Some people use photographs that were taken by others without asking their permission. ( )

5 Smishing is sending a scam message via text message instead of an email. ( )

6 Password Manager creates strong passwords for each of your accounts. ( )

7 A reliable source contains misspellings or bad grammar. ( )

8 A permanent hyperlink, a highlighted word, or a picture you click on to take you to another web location. ( )

## 2 Choose the correct answer:

1 There are many ways hackers can get your password one way of them is called .................... .

a. print password b. phishing c. save password d. protection

2 Checking from .................... avoiding you from phishing sites

a. email b. password c. URL d. facebook

3 The international symbol for copyright is .................... .

a. C b. G c. © d. R

4 A device that connects a computer to the internet via Wifi is the ............ .

a. ethernet port b. router c. printer d. etherent cable

5 A school's computer lab could have .................... .

a. open computer network b. WWW
c. IoT d. closed computer network

6 Photographers can protect their work from copyright infringement in several ways, such as .................... .

a. save photos on the mobile
b. place a watermark on their photos
c. share it with high resolution d. none of them

7 When searching for information, first .................... .

a. decide on a topic b. analyze information
c. organizing work d. discuss solutions

## 14 محافظة الإسكندرية - إدارة المنتزه ثان التعليمية

## 1 Put (✓) or (✗):

1. Password management software is used to create strong passwords. (   )
2. Facts are based on someone's views and experience. (   )
3. All websites are scam sites, including online shopping sites. (   )
4. The hard disk has more space than the flash memory. (   )
5. The Egyptian Knowledge Bank is available for free to all Egyptians who register on the site. (   )
6. Antivirus software must be installed on your devices. (   )
7. Bit is the smallest unit of data on a storage device. (   )

## 2 Choose the correct answer:

1. Hatem is visually impaired, so he does schoolwork online using .............. .
   a. printer   b. screen readers
   c. scanner   d. speaker
2. The ........................ is used to enter images and files on the device
   a. scanner   b. printer   c. keyboard   d. QR code
3. ............................... is a message from someone says that you have won a prize.
   a. Password   b. Phishing   c. Internet   d. PII
4. To create a back up form the files, use ................... .
   a. flash Memory   b. external hard drive
   c. none of them   d. all of them
5. To solve the problem of slowing down your computer, ................... .
   a. update apps   b. turn off the device
   c. delete unwanted app   d. all of them
6. Uniform Resource Locator (URL) starts with the ................... .
   a. protocol   b. resource name
   c. file path   d. MFA
7. To create a folder, chose ................... .
   a. Open   b. New   c. Copy   d. Rename
8. If you fall victim to a scam website, you should ................... .
   a. report it   b. give your personal data
   c. give your parents data   d. restart your device

## 15 محافظة القليوبية

### 1 Put (✓) or (✗):

1. A byte is the smallest unit of measure for storing data on storage units. (   )
2. There is an intellectual protection law. (   )
3. Password managers create unique passwords. (   )
4. The internet is part of the World Wide Web (WWW). (   )
5. The internet is used to share in a closed network and is more secure. (   )
6. The rows in MS Excel are labeled with letters. (   )
7. Both hardware and flash memory are used for the same purpose. (   )
8. The ethernet is more stable and faster than Wi-Fi. (   )

### 2 Choose the correct answer:

1. Passwords must be .................. for each website you register on.
   a. the same   b. weak   c. different   d. easy
2. You can check websites by the ................ which is the address of the website.
   a. PII   b. URL   c. MFA   d. IoT
3. Smishing is the same thing as phishing, but it is sent by .................. .
   a. Facebook   b. emails   c. text messages   d. all of them
4. To keep your data safe, use .................. software.
   a. browser   b. MS Excel   c. antivirus   d. flash memory
5. .................. consists of devices linked to the internet via Wi-Fi.
   a. IoT   b. DSL   c. PII   d. Bluetooth
6. Scam websites work to obtain .................. .
   a. URL   b. your computer
   c. your personal information   d. none of them
7. Sharing information via the internet is considered .................. than the internet.
   a. more unreliable   b. less secure   c. more secure   d. more private

# 16 محافظة الدقهلية – إدارة بلقاس التعليمية

## 1 Complete the following sentences using the words between the brackets:

(Paraphrasing – decide on a topic – images – bit – alphabetical order)

1. The citations should be in .................... .
2. To search, the first step is to .................... .
3. .................... shows respect to the author.
4. A .................... is the smallest unit to measure data storage.
5. Watching .................... helps you get information better than reading.

## 2 Put (✓) or (✗):

1. The protocol shows who owns the site. (   )
2. Bluetooth works over a long range. (   )
3. HDMI transmits audio and video to/from devices. (   )
4. Phishing messages are free of grammar errors. (   )
5. Multi-factor authentication provides at least two ways to identify yourself. (   )

## 3 Choose the correct answer:

1. When a computer slows down on opening an app, .................... .
   a. check for software update  b. restart the router
   c. check the Wi-Fi  d. none of them
2. .................... your device regularly keeps your data safe.
   a. Updating  b. Uploading  c. Restarting  d. Downloading
3. .................... result from research and observation; they can be proven.
   a. Opinions  b. Lies  c. Errors  d. Facts
4. .................... offer(s) you a prize that you never get.
   a. Online shopping sites  b. scareware
   c. Sweepstakes  d. MFA
5. The intranet is .................... network.
   a. a closed  b. an open  c. WWW  d. a public

# 17 محافظة أسيوط

## 1 Put (✓) or (✗):

1. Braille makes it more difficult to read for people of determination. (   )
2. A digital washing machine is an example of the Internet of Things. (   )
3. The internet is used to share over the web and is more secure. (   )
4. A school's computer lab could have its own closed network. (   )
5. A bit is the smallest unit of measurement for storing data. (   )
6. Strong passwords contain letters and numbers only. (   )
7. An antivirus helps you keep your personal data safe. (   )
8. Password managers create unique passwords. (   )

## 2 Choose the correct answer:

1. The visually impaired can use .................. to do schoolwork online.
   a. screen readers   b. mobile devices
   c. Bluetooth speakers   d. none of them
2. .................. is a program for creating graphs.
   a. Word   b. Excel   c. Email   d. PowerPoint
3. To add any two numbers in Excel, select the cell and write the ........ sign .
   a. quotation" "   b. equal =   c. brackets ( )   d. subtraction -
4. The World Wide (www) is .................. the internet.
   a. all   b. not related to   c. part of   d. none of them
5. We use .................. to measure the speed of a network.
   a. Gb   b. Gtlz   c. Mbps   d. terabyte
6. To write the word "apple", you need ............... to represent it in a computer system.
   a. 5 bits   b. 8 bits   c. 5 bytes   d. 8 bytes
7. Hackers can get your password by .................. .
   a. updating   b. phishing   c. planning   d. chatting

## 18 محافظة الإسماعيلية – إدارة شمال التعليمية

### 1 Put (✓) or (✗):

1. A website is a group of pages on the internet. ( )
2. Fraudulent sites work by arousing the user's enthusiasm and luring them. ( )
3. The internet speed cannot be measured. ( )
4. You should browse online with caution because there are a lot of fraudulent sites. ( )
5. You must not create a backup copy of the files to protect them from loss. ( )

### 2 Choose the correct answer:

1. A gigabyte equals .................. megabytes.
   a. 1025 b. 1028 c. 1024 d. 1030
2. .................. is used to prepare calculation tables.
   a. Zoom b. Word c. Excel d. PowerPoint
3. The .................. step to solve a problem is to define the problem.
   a. first b. second c. third d. fourth
4. One of the possible reasons for a home internet outage is .................. .
   a. that the flash memory is full b. a lack of storage
   c. a network connection interruption d. the browser
5. .................. are based on the person's views and experiences.
   a. Facts b. Researches c. Opinions d. Data

### 3 Complete the following sentences using the words between the brackets:

(Phishing – router – bit – Opinions – flash memory)

1. A .................. is a device that connects the computer to the internet.
2. A .................. is the smallest measuring unit of data.
3. .................. are based on someone's views and experiences.
4. .................. is sending fake messages via email.
5. A .................. helps us store and transfer data and information.

## 19 محافظة البحر الأحمر - إدارة الغردقة التعليمية

### 1 Put (✓) or (✗):

1. Scam websites usually have misspelled words or bad grammar. ( )
2. The copyright law protects both printed and digital content. ( )
3. Listing your sources at the end of a research paper is not important. ( )
4. The intranet is used to share the information in an open network. ( )
5. A password manager software is used to create strong passwords. ( )

### 2 Choose the correct answer:

1. The smallest unit of data is .................. .
   a. bit b. byte c. gigabyte d. Mbps
2. .................. are groups of people or things that are connected to each other.
   a. Computers b. Networks c. Gateways d. Plls
3. The .................. consists of devices linked to the internet via Wi-Fi.
   a. CPU b. IoT c. DSL d. Bluetooth
4. .................. is sending a fake message via email or social media.
   a. Smishing b. Phishing c. A virus d. None of them
5. You can go to a website by typing the .................. in the search engine.
   a. email b. URL c. Facebook d. protocol

### 3 Complete the following sentences using the words between the brackets:

(GPS – external hard disk drive – hacker – password manager – Public domains)

1. An .................. is used to back up all the photos you take.
2. You can navigate and reach different places using .................. .
3. A .................. can break into your device to steal your personal information.
4. The .................. tells you if one of your passwords has been stolen online.
5. .................. are creative works that are not covered by copyrights.

## 20 محافظة السويس

## 1 Put (✓) or (✗):

1. The Egyptian knowledge Bank (EKB) website has a lot of interesting information. ( )
2. A printer can be used to insert images and save them for later use. ( )
3. The antivirus software must be installed on your device. ( )
4. A hard disk space is smaller than a flash memory. ( )
5. Your name, address, and date of birth are personal data. ( )
6. The "+" symbol is the division sign. ( )
7. We must place documents, images, and videos in the correct folder. ( )
8. Use different weak passwords to keep your data safe. ( )

## 2 Choose the correct answer:

1. Your school's computer lab is a/an .................. network.
   a. open  b. closed  c. WAN  d. none of them
2. .................. is sending a message via email or social media that looks real but isn't.
   a. Phishing  b. Hacking  c. Sharing  d. Researching
3. Kilo byte = .................. byte(s).
   a. 8  b. 1  c. 1024  d. 1000
4. Household items can be part of a network as well, this is called .................. .
   a. Internet of Things  b. digital privacy  c. gateway  d. address
5. Visually impaired people use .................. to help them read using Braille.
   a. an ethernet port  b. screen readers
   c. an ethernet cable  d. a modem

6 If you have the slow to download problem, possible solutions include .................... .

a. restarting the computer
b. restarting the router
c. checking the internet speed
d. all of them

7 ............ is a networking technology that connects wireless mobile devices over a short range.

a. Bluetooth
b. Laptop
c. LAN
d. URL

## 21 محافظة الشرقية – إدارة شرق الزقازيق التعليمية

### 1 Put (✓) or (✗):

1 You should limit the personal information you share online. ( )
2 When the browser is running slow, you have to check the Wi-Fi signal. ( )
3 You must show respect for the author by paraphrasing the text. ( )
4 The intranet is more secure and private than the internet. ( )
5 An antivirus can tell you if one of your passwords has been stolen online. ( )
6 GHZ measures the number of cycles your CPU carries out per second. ( )
7 The copyright law does not protect images and music. ( )
8 A scanner is used to save images on the computer to use later. ( )
9 The protocol in a URL determines how the information is transferred. ( )
10 The World Wide Web (www) is a part of the intranet network. ( )

### 2 Choose the correct answer:

1 The .................... use the internet to break into your computer to steal your information.

a. thief
b. mentor
c. hacker
d. photographer

2 Hiebert uses video conferences and .............. to share his discovers with his collages.

a. Word
b. Excel
c. Facebook
d. emails

3 When arranging information alphabetically in Excel, go to the ............... .

a. toolbar b. cells c. rows d. columns

4 You must add the URL and the author's name at the .................. of the notes.

a. top b. middle c. end d. small

5 .................. are scam websites that offer you a prize that never comes.

a. Online shopping sites b. Protocols

c. Scarewares d. Sweepstakes

6 The .................. consists of a computer connected to a printer or a router.

a. router b. LAN c. internet d. intranet

7 .................. results from research and observation and can be proven.

a. Scanners b. Reliable content

c. Opinions d. Facts

8 The .................. consists of devices linked to the internet via Wi-Fi.

a. IoT b. DSL c. router d. WWW

9 To store and share information, we use the .................. .

a. printer b. scanner c. flash memory d. keyboard

10 .................. is the same thing as phishing, but it is sent by a text message.

a. A virus b. Bullying c. Facebook d. Smishing

# 22 محافظة الغربية – إدارة طنطا التعليمية

## 1 Put (✓) or (✗):

1. The EKB is a reliable source of knowledge. ( )
2. The screen reader is used for the visually impaired to get audio feedback. ( )
3. Columns in Excel are labeled with numbers. ( )
4. A strong password should contain letters and numbers only. ( )
5. Scareware websites is a type of scam websites. ( )

## 2 Choose the correct answer:

1. A .................. is the smallest unit of data on your computer.
   a. byte  b. bit  c. gigabyte  d. kilo byte
2. To solve a problem, the first step you should do is to .................. .
   a. plan the problem  b. scape the problem
   c. identify the problem  d. none of them
3. A/An .................. is a hard disk drive but much faster.
   a. external hard drive  b. DVD
   c. flash memory  d. scanner
4. The international symbol for copyright is .................. .
   a. $  b. ©  c. #  d. @
5. The .................. network is used to share information and is less secure.
   a. intranet  b. network  c. internet  d. private

## 3 Complete the following sentences using the words between the brackets:

(digital camera – MFA – permanent hyperlink – WWW – wireless)

1. .................. is a part of the internet network.
2. Bluetooth connects .................. mobile devices over a short range.
3. We can take photos and videos and store them by using a .................. .
4. .................. means you provide at least two ways to identify yourself.
5. A .................. is a highlighted word or picture you click on to take you to another web.

## 23 محافظة الفيوم – إدارة شرق التعليمية

### 1 Put (✓) or (✗):

1. To set a formula, we can use Excel. ( )
2. WAN is a wide-area network. ( )
3. Your password should be strong. ( )
4. The Egyptian Knowledge Bank is available for free to Egyptians. ( )
5. Gigabyte (GB) = 1024 bytes. ( )
6. To change the title of a folder, choose the copy command. ( )
7. We can't create a folder for games. ( )
8. We can take quick photos using our mobile phone. ( )
9. You cannot go to the site you want by typing the URL. ( )
10. You cannot create backup copies of files. ( )

### 2 Choose the correct answer:

1. A .................. is the smallest unit of data on your computer.
   a. Mbps b. byte c. bit d. GHZ
2. The first stage of problem solving is .................. .
   a. the internet b. the outer
   c. defining the problem d. none of them
3. A ............. is used to restore or transfer files and data between computers.
   a. HDMI b. CPU c. flash memory d. scanner
4. .................. is considered a strong password.
   a. Ahmed123 b. abcd895 c. Ac#78#sd d. asd2024
5. You can use .................. applications to buy anything on the internet.
   a. Word b. e-commerce
   c. PowerPoint d. EKB

## 24 محافظة المنوفية - إدارة شبين الكوم التعليمية

### 1 Put (✓) or (✗):

1. To rename a folder, we press "New" from the shortcut menu. ( )
2. Smishing is sending a message via email or social media applications that looks real but isn't. ( )
3. One of the possible solutions if the browser is running slowly is to make sure the apps on your device are up-to-date. ( )
4. Facts are based on someone's views and experiences. They cannot be proven, but they can be debated. ( )
5. Facts and discoveries are creative works not covered by copyrights.( )
6. The external hard drive is one of the tools accessories to the computer; it is used to save files securely and create backup copies of them. ( )
7. Internet of Things is a network technology that connects wireless mobiles over a short range to form a network to transmit data between different devices. ( )

### 2 Choose the correct answer:

1. ........... is a network made up of web pages that people can navigate and are part of the internet.

   a. A closed network b. WWW c. The intranet d. LAN

2. ............ is a unit that measures the speed of a network or internet connection.

   a. Gigahertz (GHz) b. Megabits per second (Mbps)
   c. Megabyte d. Bit

3. Passwords can be enhanced and strengthened through multi-factor authentication, which offers ...................... .

   a. one way to introduce yourself
   b. at least two ways to introduce yourself c. all of the them
   d. none of them

4 Mohamed fell victim to one of the scam websites, so he could report it by calling the .................. with his father's help.
a. Child Help Line
b. General Department for Combating Internet Crimes
c. all of the above
d. none of them

5 In Excel, the cell D10 is the intersection of .................. .
a. column 10 and row D
b. column D and row 10
c. none of the above
d. all of them

6 When writing your research, you have to .................. .
a. include all your sources in the list of quotes
b. not include the sources
c. ignore the sources
d. none of them

7 You want to access the Egyptian knowledge Bank. The URL says "https://www.ekkbb.com". What is wrong with the URL?
a. Protocol
b. Resource name
c. File path
d. Password

8 One of the scam websites that try to get your personal data is ............ .
a. the Egyptian Knowledge Bank
b. online shopping site
c. YouTube
d. all of them

## 25 محافظة دمياط

## 1 Put (✓) or (✗):

1 Before using copyrighted content, ask for permission to use it. (   )
2 When doing a search, make sure the information is based on facts instead of opinions. (   )
3 Sign up for a website if it asks too much personal information. (   )
4 A password management software is used to create strong passwords. (   )
5 PIN means you provide at least two ways to identify yourself. (   )
6 Rows in Excel are labeled with letters. (   )
7 You can copy, cut, and delete a folder and restore it. (   )

8 When there isn't an internet connection, it's good to restart your router. (    )

## 2 Choose the correct answer:

1 .................... is used to store and transfer files and data between computers.
a. HDMI  b. CPU  c. Flash memory  d. Router

2 The device that connects computers to the internet via Wi-Fi is the .................... .
a. HDMI  b. flash memory  c. CPU  d. router

3 1 gigabyte equals .................... .
a. 1024 kilobytes  b. 1024 bits  c. 1024 megabytes  d. 1024 bytes

4 The .................... is a network used to share information and is more secure.
a. internet  b. intranet  c. email  d. none of them

5 The connection of a washing machine to an application on the mobile is called .................... .
a. computer networks  b. screen readers
c. Internet of Things  d. mobile development

6 The technology that connects mobile devices wirelessly over a short range to form a network is called .................... .
a. a router  b. Share It  c. Bluetooth  d. a scanner

7 Creative works that aren't covered by copyrights are .................... .
a. websites  b. public domains
c. images and videos  d. books

# Model Answers



# Theme 1

## Lesson 1

1
1 d 2 b 3 a 4 a
5 b 6 d 7 b 8 a
9 b 10 d 11 c 12 a
13 d 14 b 15 b

2
1 ✓ 2 ✓ 3 ✗ 4 ✗
5 ✓ 6 ✗ 7 ✗ 8 ✗
9 ✗ 10 ✗ 11 ✓ 12 ✓
13 ✗ 14 ✓ 15 ✓ 16 ✗
17 ✗ 18 ✓ 19 ✓ 20 ✓
21 ✓

3
1 virtual meetings 2 spreadsheet
3 formal 4 archaeologist
5 Madrasitna channel

4
1 PowerPoint 2 Excel
3 formally
4 virtual meetings 5 Zoom

5
(A) 1 c 2 a 3 d 4 b
(B) 1 c 2 d 3 b 4 a

## Lesson 2

1
1 a 2 c 3 a 4 b
5 a 6 d 7 d 8 b
9 b 10 a 11 c 12 c
13 c 14 b 15 c 16 b
17 c

2
1 ✗ 2 ✗ 3 ✗ 4 ✓
5 ✓ 6 ✗ 7 ✓ 8 ✗
9 ✓ 10 ✓ 11 ✗ 12 ✓
13 ✗ 14 ✓ 15 ✓ 16 ✗
17 ✗ 18 ✓

3
1 flash memory
2 Ethernet cable
3 Router 4 HDMI

4
(A) 1 e 2 a 3 d 4 b
(B) 1 b 2 c 3 a

## Test yourself (lessons 1&2)

1
1 ✗ 2 ✗ 3 ✗ 4 ✓
5 ✓ 6 ✓ 7 ✗ 8 ✗

2
1 a 2 d 3 c 4 d
5 c 6 b 7 c

## Lesson 3

1
1 b 2 b 3 b 4 d
5 c 6 b 7 d 8 a
9 a 10 b 11 b 12 a
13 a 14 c 15 c 16 a
17 b 18 b

2
1 ✗ 2 ✓ 3 ✗ 4 ✗
5 ✓ 6 ✓ 7 ✓ 8 ✓
9 ✗ 10 ✓ 11 ✗ 12 ✓
13 ✗ 14 ✗ 15 ✓ 16 ✓
17 ✓

3
1 Router 2 LAN
3 WWW 4 ISP
5 EKB 6 DSL

4
1 c 2 d 3 b 4 a

5 **Internet** — Open computer network | Share information | **Intranet** — Closed computer network

## Lesson 4

1
1 b 2 d 3 b 4 d
5 c 6 b 7 b 8 a
9 a 10 d 11 c 12 b
13 b 14 c 15 a 16 c

2
1 ✓ 2 ✓ 3 ✗ 4 ✓
5 ✗ 6 ✗ 7 ✗ 8 ✓
9 ✓ 10 ✓ 11 ✗ 12 ✗

3
1 c 2 d 3 a 4 b

## Test yourself (lessons 3&4)

1
1 d 2 a 3 c 4 d
5 d 6 a 7 b

2
1 ✓ 2 ✗ 3 ✓ 4 ✓
5 ✗ 6 ✓ 7 ✗ 8 ✓

## Lesson 5

1
1 d 2 a 3 d 4 b
5 d 6 d 7 a 8 c
9 a 10 a 11 b 12 d
13 a

2
1 ✓ 2 ✓ 3 ✗ 4 ✓
5 ✓ 6 ✗ 7 ✓ 8 ✓
9 ✓ 10 ✓ 11 ✓ 12 ✓
13 ✓ 14 ✓

3
e – a – b – d – c

4
1 c 2 b 3 a

## Lesson 6

1
1 d 2 c 3 a 4 d
5 a 6 c 7 d 8 c
9 d 10 a

2
1 ✓ 2 ✗ 3 ✓ 4 ✓
5 ✗ 6 ✓ 7 ✓ 8 ✓
9 ✗ 10 ✓ 11 ✗ 12 ✗

3
e – a – b – d – c

4
1 Flash memory
2 digital camera – scanner
3 Libraries – computers
4 QR codes

5
1 c 2 d 3 a 4 b

## Test yourself (lessons 5&6)

1
1 a 2 c 3 d 4 a
5 a 6 a 7 c

2
1 ✗ 2 ✗ 3 ✗ 4 ✗
5 ✓ 6 ✗ 7 ✓ 8 ✓

## October Exam

1
1 d 2 c 3 d 4 c
5 c 6 d 7 d

2
1 ✗ 2 ✗ 3 ✓ 4 ✓
5 ✓ 6 ✗ 7 ✓

## Lesson 7

1
1 b 2 a 3 d 4 a
5 a 6 a 7 a 8 b
9 d

1 ✓ 2 ✗ 3 ✓ 4 ✓
5 ✓ 6 ✗ 7 ✗ 8 ✗
9 ✓ 10 ✗

b – d – c – a

## Lesson 8

1 a 2 d 3 a 4 b
5 b 6 a 7 d 8 b
9 d 10 b 11 a 12 c
13 c 14 a 15 b 16 a

1 ✓ 2 ✓ 3 ✗ 4 ✓
5 ✗ 6 ✓ 7 ✓ 8 ✗
9 ✗ 10 ✗ 11 ✓

1 Sort 2 division
3 addition
4 numbers – letters

1 c 2 e 3 a 4 f
5 b 6 d

## Test yourself (lessons 7&8)

1 c 2 b 3 b 4 b
5 a 6 b 7 b

1 ✗ 2 ✗ 3 ✗ 4 ✗
5 ✗ 6 ✗ 7 ✗ 8 ✗

## Model Exam 1

1 d 2 c 3 a 4 a
5 a

1 ✓ 2 ✓ 3 ✗ 4 ✗
5 ✗

1 e 2 a 3 c 4 b
5 d

## Model Exam 2

1
1 c 2 c 3 b 4 a
5 a 6 c 7 a

2
1 ✗ 2 ✓ 3 ✓ 4 ✗
5 ✗ 6 ✓ 7 ✓ 8 ✓

## Model Exam 3

1
1 a 2 b 3 d 4 c
5 a

2
1 ✓ 2 ✓ 3 ✗ 4 ✓
5 ✗

3
1 Bluetooth 2 intranet
3 Network 4 DSL
5 Braille

## Model Exam 4

1
1 b 2 a 3 a 4 d
5 d

2
1 ✓ 2 ✓ 3 ✓ 4 ✗
5 ✗

3
1 e 2 d 3 b 4 c
5 a

## Model Exam 5

1
1 d 2 a 3 c 4 d
5 a

2
1 ✓ 2 ✗ 3 ✓ 4 ✓
5 ✓

3
1 flash memory 2 e-commerce
3 HDMI 4 Mbps
5 router

# Theme 2

## Lesson 1

**1**
1 d 2 c 3 a 4 a
5 a 6 c 7 a 8 a
9 c 10 b 11 b 12 a
13 d 14 b 15 b 16 a

**2**
1 ✗ 2 ✓ 3 ✗ 4 ✓
5 ✗ 6 ✓ 7 ✗ 8 ✗
9 ✓ 10 ✓ 11 ✓ 12 ✗
13 ✓

**3**
1 Copyright infringement
2 watermark
3 Low-resolution photos
4 high-resolution photos

**4**
1 ecologist 2 A smartphone
3 hard drive 4 GPS
5 mobile apps

## Lesson 2

**1**
1 a 2 d 3 d 4 b
5 a 6 d 7 c 8 b
9 a 10 c 11 b 12 d
13 b 14 d 15 b

**2**
1 ✓ 2 ✓ 3 ✗ 4 ✓
5 ✓ 6 ✗ 7 ✓ 8 ✗
9 ✓ 10 ✓ 11 ✗ 12 ✗
13 ✓ 14 ✓ 15 ✗ 16 ✗

**3**
1 Antivirus
2 Personal information
3 password
4 flash memory – hard disk

**4** Answer by yourself.

## Test yourself (lessons 1&2)

**1**
1 a 2 a 3 b 4 b
5 d 6 d 7 d

**2**
1 ✗ 2 ✓ 3 ✓ 4 ✓
5 ✗ 6 ✓ 7 ✗ 8 ✓

## Lesson 3

**1**
1 b 2 b 3 b 4 a
5 d 6 a 7 b 8 a
9 c 10 d 11 d 12 d
13 c 14 d 15 a

**2**
1 ✓ 2 ✗ 3 ✗ 4 ✗
5 ✗ 6 ✗ 7 ✓ 8 ✗
9 ✓ 10 ✓ 11 ✓ 12 ✗
13 ✓ 14 ✓ 15 ✓ 16 ✓

**3**
1 Password Manager
2 MFA 3 Phishing
4 Smishing

**4** Answer by yourself.

## November Exam

**1**
1 b 2 a 3 b 4 d
5 b 6 a 7 d

**2**
1 ✓ 2 ✗ 3 ✗ 4 ✓
5 ✗ 6 ✓ 7 ✓ 8 ✗

## Lesson 4

**1**

| | | | |
|---|---|---|---|
| 1 b | 2 c | 3 d | 4 d |
| 5 c | 6 c | 7 a | 8 b |
| 9 a | 10 a | 11 d | 12 b |
| 13 d | 14 b | 15 b | |

**2**

| | | | |
|---|---|---|---|
| 1 ✓ | 2 ✓ | 3 ✓ | 4 ✗ |
| 5 ✓ | 6 ✓ | 7 ✗ | 8 ✓ |
| 9 ✓ | 10 ✗ | 11 ✗ | 12 ✓ |
| 13 ✗ | 14 ✓ | 15 ✓ | 16 ✓ |

**3**
1 Wrong resource name
2 Wrong file path

**4**
1 c  2 a  3 b

## Test yourself (lessons 3&4)

**1**

| | | | |
|---|---|---|---|
| 1 a | 2 d | 3 a | 4 b |
| 5 b | 6 c | 7 c | |

**2**

| | | | |
|---|---|---|---|
| 1 ✓ | 2 ✗ | 3 ✗ | 4 ✓ |
| 5 ✓ | 6 ✓ | 7 ✓ | 8 ✓ |

## Lesson 5

**1**

| | | | |
|---|---|---|---|
| 1 a | 2 d | 3 a | 4 d |
| 5 a | 6 b | 7 a | 8 d |
| 9 d | 10 d | 11 d | 12 b |
| 13 d | 14 d | 15 c | 16 c |

**2**

| | | | |
|---|---|---|---|
| 1 ✗ | 2 ✗ | 3 ✓ | 4 ✓ |
| 5 ✓ | 6 ✗ | 7 ✗ | 8 ✓ |
| 9 ✓ | 10 ✓ | 11 ✗ | 12 ✓ |
| 13 ✗ | 14 ✗ | 15 ✗ | 16 ✗ |

**3**
Copyrighted: 1 – 2 – 4 – 5
Not copyrighted: 3 – 6

**4**
1 Videos – images
2 Facts – discoveries
3 licenses  4 bottom

**5**
1 c  2 a  3 b

## Lesson 6

**1**

| | | | |
|---|---|---|---|
| 1 b | 2 d | 3 a | 4 d |
| 5 b | 6 a | 7 d | 8 b |
| 9 a | 10 b | 11 d | |

**2**

| | | | |
|---|---|---|---|
| 1 ✗ | 2 ✗ | 3 ✓ | 4 ✓ |
| 5 ✓ | 6 ✓ | 7 ✗ | 8 ✓ |
| 9 ✗ | 10 ✗ | 11 ✓ | 12 ✓ |
| 13 ✗ | 14 ✗ | 15 ✓ | 16 ✓ |

**3**
1 Computers  2 Facts
3 Opinions  4 URL
5 picture

**4** Answer by yourself.

## Test yourself (lessons 5&6)

**1**

| | | | |
|---|---|---|---|
| 1 d | 2 b | 3 b | 4 b |
| 5 d | 6 b | 7 a | |

**2**

| | | | |
|---|---|---|---|
| 1 ✗ | 2 ✓ | 3 ✓ | 4 ✓ |
| 5 ✓ | 6 ✓ | 7 ✗ | 8 ✓ |

## Lesson 7

**1**

| | | | |
|---|---|---|---|
| 1 a | 2 b | 3 d | 4 b |
| 5 c | 6 d | 7 b | 8 b |
| 9 c | 10 b | 11 c | |

**2**

| | | | |
|---|---|---|---|
| 1 ✓ | 2 ✓ | 3 ✓ | 4 ✗ |
| 5 ✓ | 6 ✓ | 7 ✗ | 8 ✗ |

**3**
1 AND  2 OR  3 Not  4 *

## Lesson 8

**1**
1 a  2 a  3 d  4 a
5 a  6 a  7 b  8 d
9 a  10 c  11 a  12 b

**2**
1 ✓  2 ✓  3 ✓  4 ✗
5 ✓  6 ✓  7 ✓  8 ✗
9 ✓  10 ✓  11 ✓  12 ✗
13 ✗

**3**
1 quotation marks  2 URL
3 alphabetical order
4 Paraphrasing  5 Taking notes

## Test yourself (lessons 7&8)

**1**
1 d  2 b  3 a  4 c
5 d  6 a  7 c

**2**
1 ✓  2 ✗  3 ✗  4 ✓
5 ✗  6 ✓  7 ✓  8 ✓

## Model Exam 1

**1**
1 c  2 d  3 a  4 b
5 b

**2**
1 ✓  2 ✓  3 ✗  4 ✓
5 ✓

**3**
1 Hard disk drive
2 GPS  3 Hackers
4 Password manager
5 Public domain

## Model Exam 2

**1**
1 b  2 d  3 a  4 d
5 a

**2**
1 ✓  2 ✗  3 ✓  4 ✓
5 ✓

**3**
1 Facts
2 Public domain  3 Opinions
4 creative commons
5 " "

## Model Exam 3

**1**
1 a  2 a  3 d  4 c
5 b

**2**
1 ✗  2 ✗  3 ✗  4 ✓
5 ✗

**3**
1 d  2 e  3 b  4 c
5 a

## Model Exam 4

**1**
1 a  2 b  3 d  4 b
5 b

**2**
1 ✗  2 ✓  3 ✓  4 ✓
5 ✓

**3**
1 c  2 d  3 a  4 e
5 b

## Model Exam 5

**1**
1 a  2 d  3 d  4 a
5 b

**2**
1 ✓  2 ✓  3 ✗  4 ✓
5 ✓

**3**
1 Sweepstakes  2 Scareware
3 Child Helpline  4 Smishing
5 A hybrid backup

# Model Exams Answers

## 1 محافظة القاهرة - إدارة عين شمس التعليمية

**1**
1 ✓ 2 ✓ 3 ✓ 4 ✗
5 ✓ 6 ✗ 7 ✗

**2**
1 b 2 b 3 b 4 a
5 c 6 d 7 b 8 b

## 2 محافظة القاهرة - إدارة الزيتون التعليمية

**1**
1 ✗ 2 ✓ 3 ✗ 4 ✗
5 ✓ 6 ✓ 7 ✗

**2**
1 b 2 c 3 d 4 b
5 a 6 c 7 a 8 c

## 3 محافظة القاهرة - إدارة الشروق التعليمية

**1**
1 ✗ 2 ✗ 3 ✗ 4 ✗
5 ✓ 6 ✓

**2**
1 a 2 d 3 c 4 b
5 d 6 d 7 d 8 c
9 a

## 4 محافظة القاهرة - إدارة المعادي التعليمية

**1**
1 ✗ 2 ✗ 3 ✓ 4 ✗
5 ✓ 6 ✓ 7 ✗ 8 ✓

**2**
1 a 2 c 3 c 4 c
5 c 6 a 7 d

## 5 محافظة القاهرة - إدارة مصر القديمة التعليمية

**1**
1 ✓ 2 ✓ 3 ✓ 4 ✓
5 ✗

**2**
1 b 2 b 3 a 4 a
5 b 6 a 7 a 8 b
9 a 10 b

## 6 محافظة الجيزة- إدارة ٦ اكتوبر التعليمية

**1**
1 ✗ 2 ✓ 3 ✗ 4 ✗
5 ✗

**2**
1 flash memory 2 Strong
3 check internet speed
4 A Router 5 MS Excel

**3**
1 b 2 b 3 a 4 b
5 b

## 7 محافظة الجيزة- إدارة الهرم التعليمية

**1**
1 ✗ 2 ✓ 3 ✓ 4 ✗
5 ✓ 6 ✓ 7 ✗ 8 ✓

**2**
1 b 2 b 3 c 4 d
5 a 6 b 7 d

## 8 محافظة الجيزة - إدارة الشيخ زايد التعليمية

**1**
1 ✗ 2 ✓ 3 ✗ 4 ✓

**2**
1 b 2 c 3 d 4 b

**3**
1 intranet 2 folders
3 Facts 4 Hyperlink

**4**
1 Network 2 Braille
3 Smishing

## 9 محافظة الجيزة- إدارة جنوب التعليمية

**1**
1 ✓ 2 ✓ 3 ✗ 4 ✓
5 ✗

**2**
1 b 2 a 3 b 4 a
5 d

**3**
1 c 2 a 3 e 4 b
5 d

## 10 محافظة الإسكندرية - إدارة شرق التعليمية

**1**
1 ✗ 2 ✓ 3 ✗ 4 ✓
5 ✗ 6 ✓ 7 ✗ 8 ✓

**2**
1 a 2 a 3 b 4 a
5 b 6 c 7 a

## 11 محافظة الإسكندرية - إدارة وسط التعليمية

**1**
1 ✓ 2 ✓ 3 ✓ 4 ✗
5 ✓ 6 ✗ 7 ✓ 8 ✓
9 ✓ 10 ✗

**2**
1 b 2 c 3 c 4 a
5 c

## 12 محافظة الإسكندرية - إدارة العجمي التعليمية

**1**
1 ✓ 2 ✗ 3 ✗ 4 ✓
5 ✓

**2**
1 c 2 a 3 d 4 a
5 c

## 13 محافظة الإسكندرية - إدارة منتزه أول التعليمية

**1**
1 ✓ 2 ✓ 3 ✗ 4 ✗
5 ✓ 6 ✓ 7 ✗ 8 ✓

**2**
1 b 2 c 3 c 4 b
5 d 6 b 7 a

## 14 محافظة الإسكندرية - إدارة المنتزه ثان التعليمية

**1**
1 ✓ 2 ✗ 3 ✗ 4 ✓
5 ✓ 6 ✓ 7 ✓

**2**
1 b 2 a 3 b 4 d
5 d 6 a 7 b 8 a

## 15 محافظة القليوبية

**1**
1 ✗ 2 ✓ 3 ✓ 4 ✗
5 ✗ 6 ✗ 7 ✗ 8 ✓

**2**
1 c 2 b 3 c 4 c
5 a 6 c 7 b

## 16 محافظة الدقهلية – إدارة بلقاس التعليمية

**1**
1 alphabetical order
2 decide on a topic
3 Paraphrasing
4 bit 5 images

**2**
1 ✗ 2 ✗ 3 ✓ 4 ✗
5 ✓

**2**
1 a 2 a 3 d 4 c
5 a

## 17 محافظة أسيوط

**1**
1 ✗ 2 ✓ 3 ✗ 4 ✓
5 ✓ 6 ✗ 7 ✓ 8 ✓

**2**
1 a 2 b 3 b 4 c
5 c 6 c 7 b

## 18 محافظة الإسماعيلية- إدارة شمال التعليمية

**1**
1 ✓ 2 ✓ 3 ✗ 4 ✓
5 ✗

**2**
1 c 2 c 3 a 4 c
5 c

**3**
1 router 2 bit
3 Opinions 4 Phishing
5 flash memory

## 19 محافظة البحر الأحمر – إدارة الغردقة التعليمية

**1**
1 ✓ 2 ✓ 3 ✗ 4 ✗
5 ✓

**2**
1 a 2 b 3 b 4 b
5 b

3
1 External hard disk drive
2 GPS
3 Hacker
4 password manager
5 Public domains

## 20 محافظة السويس

1
1 ✓ 2 ✗ 3 ✓ 4 ✗
5 ✓ 6 ✗ 7 ✓ 8 ✗

2
1 b 2 a 3 c 4 a
5 b 6 d 7 a

## 21 محافظة الشرقية- إدارة شرق الزقازيق التعليمية

1
1 ✓ 2 ✓ 3 ✓ 4 ✓
5 ✗ 6 ✓ 7 ✗ 8 ✓
9 ✓ 10 ✗

2
1 c 2 d 3 a 4 a
5 d 6 b 7 d 8 a
9 c 10 d

## 22 محافظة الغربية- إدارة طنطا التعليمية

1
1 ✓ 2 ✓ 3 ✗ 4 ✗
5 ✓

2
1 b 2 c 3 a 4 b
5 c

3
1 WWW 2 wireless
3 digital camera 4 MFA
5 permanent hyperlink

## 23 محافظة الفيوم- إدارة شرق التعليمية

1
1 ✓ 2 ✓ 3 ✓ 4 ✓
5 ✗ 6 ✗ 7 ✗ 8 ✓
9 ✗ 10 ✗

2
1 c 2 c 3 c 4 c
5 b

## 24 محافظة المنوفية – إدارة شبين الكوم التعليمية

1
1 ✗ 2 ✗ 3 ✓ 4 ✗
5 ✓ 6 ✓ 7 ✗

2
1 b 2 b 3 b 4 c
5 b 6 a 7 b 8 b

## 25 محافظة دمياط

1
1 ✓ 2 ✓ 3 ✗ 4 ✓
5 ✗ 6 ✗ 7 ✓ 8 ✓

2
1 c 2 d 3 c 4 b
5 c 6 c 7 b